

# CHEMONICS INTERNSHIPS:

## Frequently Asked Questions

### **How many weeks is Chemonics' Summer Internship Program?**

10 weeks. The program dates for 2019 are June 4 – August 9.

### **How many hours per week do interns work?**

All positions are full-time. Interns are required to work 40 hours per week.

### **Where are the internship placements located?**

All internships are based in Chemonics' Washington, D.C. or Arlington, Virginia office. All internship positions related to Global Health and the Global Health Supply Chain Office (GHSCO) are in the Arlington, VA office.

### **Are internships paid positions?**

Yes. All internships are paid.

### **Does Chemonics offer housing or relocation assistance?**

No. Chemonics does not offer housing or relocation assistance to interns. Applicants who accept an internship position are responsible for their own housing and relocation costs.

### **May international students apply for internships?**

Yes. Any student entering their undergraduate junior or senior year or is enrolled in a graduate degree-granting program at an accredited academic institution in the fall and has valid U.S. work authorization may apply for an internship position.

### **What is the application process?**

Applications open in January. Students apply to internship pools and select their preferred positions within the pool(s). We encourage students to apply to no more than two pools. Select candidates will participate in interviews with recruiters and panel interviews with hiring teams. Internship offers are extended in the month of March.

To apply for an internship position, please visit [www.chemonics.com/internships](http://www.chemonics.com/internships) in January and click on the link to our Career Center. Only finalists will be contacted.

### **What types of internship opportunities are available?**

In 2019, Chemonics is hiring interns for the following positions in the following eight pools:

#### **Business Operations**

- Digital Transformation
- Global Operations and Improvement
- Finance and Compliance, Global Health Supply Chain Office (GHSCO)
- Program Management Operations, Procurement and Supply Management

#### **Communications**

- Communication and Design, GHSCO

#### **Global Technology**

- Data Quality and Governance
- Information Technology, GHSCO

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- Management Information Systems, GHSCO
  - Project Management Office
  - Systems Architecture and Solutions

#### **Innovation and Learning**

- Knowledge, Innovation, and Technology
- Monitoring and Evaluation
- Learning and Development, GHSCO

#### **People Operations**

- Diversity and Inclusion

#### **Security Analysis**

- Global Safety and Security
- Security Management, GHSCO

#### **Supply Chain**

- Country Programs Project Management, GHSCO
- Warehouse and Distribution, GHSCO
- Forecasting and Supply Planning, and Lab, GHSCO

#### **Technical Practice**

- Agriculture and Food Security
- Democracy and Governance
- Economic Growth and Trade
- Education and Youth
- Environment and Natural Resources
- Gender Equality and Social Inclusion
- Global Health
- Peace, Stability, and Transition
- Water, Energy, and Sustainable Cities

#### **What are the qualifications for the internship program?**

Internships are open to undergraduate and graduate students. Please review the specific qualifications for each internship position. Standard qualifications include:

- Rising junior, senior, or graduate student
- Good academic standing, 3.0 GPA minimum
- Demonstrated interest in international development
- English proficiency
- Valid U.S. work authorization

#### **Does Chemonics offer any tips on applying for internships?**

Yes. Please submit a complete application which includes a copy of your most recent unofficial transcript. Please see the following tips for crafting your cover letter and résumé:

- **Cover letter.** There is no need to address your cover letter to a specific person. Simply address it to “Hiring Manager.” Please share your interest in Chemonics and the internship position by noting relevant interests, skills, experiences, and what you hope to gain from the internship. We recommend you thoroughly review our website to gain a solid understanding of Chemonics’ work and what the position entails.
- **What we look for in a résumé.** Your résumé should outline your relevant coursework, leadership and volunteer activities, professional skills, and any international experience. Please ensure it is current, and your name and contact information are at the top. Include the start and end dates of each position listed and the languages you speak, with level of fluency. Ensure any information you include in your cover letter is reflected in your résumé.

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- **Contact information.** Please provide us with an e-mail address you check regularly.

**Does Chemonics offer internship opportunities in the fall and spring?**

Internships in the fall and spring are rare and offered based on unique business needs.

Chemonics is an equal opportunity/Affirmative Action employer and does not discriminate in its selection and employment practices. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, protected veteran status, genetic information, age, or other legally protected characteristics. Military veterans, AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.