



The HEART Consultant Intern Program Kenya Operations

I. Purpose

The purpose of the HEART Consultant Intern Program includes:

- To work with professional Consultants from various vocations to enhance their skills working in an African based organization and to enrich the staff development and programs within HEART by gleaning from their expertise.
- To carry out the work of HEART in Kenya.
- To gain valuable international experience.

II. Goals

The goal of the Intern Program will be to equip interns for a lifelong work, no matter where their career leads.

A Consultant Intern will have specific HEART projects they can best assist, it would be the intent of the program to not only encourage that area of interest, but to also give the intern an understanding of the inner workings, and hurdles of ministry that is based in Africa.

It is also a goal of the program to develop characteristics in the areas of leadership, and to help the individual better understand their natural talents.

III. Qualifications

A qualified intern applicant will possess the following qualities.

1. Must have a personal relationship with Jesus Christ.
2. Have been on at least one HEART Team to Kenya (your first team trip can qualify you for this requirement).
3. The program will be geared toward mature committed Christians (both singles and couples) that have the resources, time and ability to work an extended amount of time in Kenya.
4. College age individuals, and College graduates, will also be given high consideration.

IV. Expectations

1. Must be able to commit a minimum of 30 days in Kenya, doing ministry related duties either at the office, or at a pre-approved site.
2. Must commit to a minimum of 40 hours per week on HEART related ministry.
3. Able to work with others in a mature and responsible manner.
4. Must be able to be flexible in the schedule of training and service.
5. Must be willing to be accountable HEART's senior staff.
6. Will maintain a standard of behavior and dress which shows respect for Kenyan culture, other people and HEART, both in a business and personal setting.
7. Agree with and support HEART's basic core belief and core values. HEART is a Christian organization.

V. Responsibilities of Individual Consultant Intern

1. Attend all staff meetings if working in the home office the day of the meeting.
2. To provide a monthly report detailing the duties performed to the Executive Director.
3. The Intern is required to be involved in the daily devotions led by staff or visiting teams.
4. Intern must raise their own support to help offset program expenses. This amount will be \$1500.00 per month. All funds will be funneled through HEART to ensure accountability. This fee will cover all housing, meals and transportation (while performing HEART related work) in country. This fee does not cover airfare to Kenya, or personal items and souvenirs.
(Send Intern Funds to: HEART PO Box 631964 Highlands Ranch CO. 80163-1964)
5. The monthly support is to be paid in full by the 15th of the preceding month. If an intern starts on June 1, \$1500 must be received by HEART by May 15. The July fee must be received by June 15, etc.
6. Intern is responsible to pay for their own travel from home to Nairobi.

VI. Benefits for the Consultant Intern

1. Assist staff in reaching rural Kenya with the message of disease prevention; HIV/AIDS, TB, Malaria and typhoid from a Christian context.
2. Gain valuable work experience, while working with a reputable ministry.
3. Gain experience working in a third world country and experiencing cross cultural exposure.

VII. Training

1. Receive personal mentoring and training from HEART's qualified Kenyan staff.
2. Hands-on experience in: administration, projects, and specific fields.
3. Gain valuable training as you learn and teach Health Education.

VIII. Other Opportunities for the Consultant Intern

1. Help lead teams as they travel up-country to do health teachings.
2. Visit and work in orphanages, WEEP Program and Home Based Care Visits.
3. Assist in gathering and packing supplies for visiting teams.
4. Help improve the teaching tools as you gain experience through teaching.
5. Live at the HEART Lodge in Nairobi when not visiting villages.

IX. Application Procedure

1. Complete and submit application and resume. **(Both emailed and snail mail)**
2. Interview (in person or telephone with Vickie Winkler, HEART Founder/President)
3. Acceptance and placement



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Application:

For a candidate to be considered for this Consultant Intern program, this *application* must be completed in full and emailed with your *resume* to: Intern@africaheart.com It should also be signed and mailed to: HEART Intern, PO Box 631964 Highlands Ranch, CO. 80163-1964

1. Name _____ SSN _____

2. Address _____

3. City _____ State _____ Zip _____

4. Telephone _____ E-mail _____

5. Birth Date _____ Place of Birth _____

6. Gender: Male _____ Female _____

7. Marital status: Married _____ Single _____ Date of Marriage _____

Spouse's Name _____ # of children _____

8. Education:

High School _____ Date of Graduation _____ Major _____

College attended _____ Date of Graduation _____ Major _____

University attended _____ Date of Graduation _____ Major _____

Currently at student at: _____ Major _____

Other Vocational teaching _____

9. Languages spoken: (read, write, speak, understand?) _____

10. Proposed intern period:

I am applying for a 1 month 2 month 3 month _____ (other)

I am available to begin my internship on this date _____

11. Consultancy experience: List any prior positions, or involvement you may have had. .

12. List any special skills you have: (e.g. computer, bookkeeping, marketing, speaking, other)

13. International Experience: List any international experience you have had.

14. Do you attend church? _____ Name of Church _____

15. Occupational data: For the last 5 years, list name & address of employer, dates of employment, and description of duties.

16. Housing information:

Do you have any special needs for housing? Yes No

If yes, please explain. _____

To assist us with your housing placement please answer the following questions.

Do you have any: Allergies ____ Dietary ____ Disabilities ____ Other ____

If yes, please explain _____

17. Do you have International Health Insurance coverage?

If yes, list company and policy number:

If no, please note that you will need to acquire International Health Insurance and bear any costs arising from accidents and or illnesses incurred if accepted for an internship.

18. List persons to contact in case of emergency:

19. References:

Please have two persons who have known you for more than three years, such as your pastor or employer . Please ask them to write a letter of recommendation and have them email it to Intern@africaheart.com.

20. Why do you wish to be a part of HEART’s Consultant Intern program? (Essay: Separate submission, maximum 250 words (typewritten) describing the relationship between your academic training, work experience. *Include what you can offer to HEART and what you hope to gain from this experience.*)

21. Have you ever been arrested, indicted, or summoned into a court as a defendant in a criminal proceeding, or convicted, fined, or imprisoned for the violation of any law (excluding minor traffic violations)? Yes No If “YES”, give full particulars of each case:

22. I hereby certify that the information given on the pages of this application are true and complete to the best of my knowledge.

Signature _____ Date _____

By signing this form you are also giving HEART the permission to run a verify all statements and references submitted, and to conduct a criminal background check as needed.

Are all of these things done?

- Application Completed in Full
- Resume Attached
- References
- Essay Attached
- All Documents emailed to Intern@africaheart.com
- All Documents signed and mailed to:

HEART Consultant Intern, PO Box 631964 Highlands Ranch, CO 80163-1964

Revised: 5Nov2007 vw