

GLOBAL OPERATIONS TEAM – Intern

Location: San Francisco, U.S.

We are seeking interns who are passionate about making a difference, possess exceptional attention to detail, and thrive in an entrepreneurial, global setting. We are embarking on an exciting chapter of growth and ambitious plans. Join the adventure to help catalyze social impact across the globe!

About IDinsight

IDinsight is an international development consulting organization that helps policymakers and managers make socially impactful decisions using rigorous evidence. We carefully tailor a wide range of analytical and quantitative tools to enable our clients to design better policies, rigorously test those ideas, and take informed action at scale to improve lives. Our services include experimental evaluation methodologies tailored to the priorities of international development decision-makers, monitoring and performance management systems to facilitate continuous data-driven improvement, policy design consulting and scale-up support. Our advisory teams are closely integrated into client organizations, and we strive to provide comprehensive support for clients who want to maximize their social impact through evidence-based policymaking. **IDinsight’s vision is to improve millions of lives by transforming how the social sector innovates, learns and improves.**

Our diverse client portfolio includes state governments in India, national Ministries across Africa, the World Bank, the Bill and Melinda Gates Foundation, international NGOs and innovative social businesses. We work across a range of sectors, including governance, health, education, energy, agriculture, and sanitation.

Please see [the IDinsight website](#) for more information on our story, services, values, and team. IDinsight works in East and Southern Africa, India, and Southeast Asia.

About the Global Operations Team

Our Global Operations team is **shepherding IDinsight through a unique stage of organizational growth**, tripling the size of our current staff over the next two years (from 65 to 200+) and adding multiple new global offices. Our team has been charged with creating a uniquely dynamic and high-achieving multi-cultural, multi-continental team at the cutting edge of how evidence is used to improve global development programs. This team’s mandate is to attract top talent, create the best place to thrive at work, and build the systems to allow IDinsight teams to achieve social impact.

Reporting to the **Associate Director of Global Operations** and working with our country offices, the Global Operations Intern(s) will contribute to the following efforts:

- **Office set-up and management:** We have just opened a beautiful new office in the Financial District of San Francisco. We are looking for someone who is interested in how to optimize physical space for workplace performance, and willing to get their hands dirty to set up our US IDinsight home base.
- **Administrative support:** We have several teams in San Francisco that constitute the “jet fuel” for the rest of our client-facing teams abroad. Top leadership in the office, from the CEO to the Technical and Operations teams, require administrative support with scheduling and expenses to help their teams run smoothly.
- **People and People Systems:** The goal of the Global Ops team is to make IDinsight the best place to work in international development. Specific work streams and systems include recruiting, applicant tracking, interviewing, hiring, onboarding, performance management, HR systems, alumni engagement, and policies (including safety and security).

- **Culture:** Maintain a culture of mastery, autonomy, and purpose. This includes driving our global culture and values, reviewing and maintaining benefits, global connectivity across teams, team building activities and budgets, and executing employee surveys and “bureaucracy buster” improvements to the way we work.
- **Client and Organizational Development Systems:** Critically examine and optimize systems that govern how we work, from client-facing project work to internal organizational development. These systems include project management, client development, client review, knowledge management, internal goal setting and impact measurement, staffing and utilization, and internal communications.

Is it YOU we’re looking for?

We are building a team that is full of ideas, knows a great organization and culture when they see it, intensely focused on their mandate, and “do it, get it done” types who are bought into IDinsight’s vision to change the world through better social sector decisions. Our Global Operations Team members will have a proven track record and commitment to the tasks at hand.

We are looking for both **term-time interns** who are available during the school year (1-3 days per week, for 5-8 hours per day) to start in August 2017, and **summer interns** who are available full-time (4-5 days per week, 5-8 hours per day) from roughly June to August 2018.

Desired qualifications include:

- Passionate about global development and social impact;
- People-focused and people-facing, with high levels of empathy and desire to listen to and share in teammates’ victories, concerns, and needs;
- Detail-oriented and able to take a task from high-level strategic idea to rapid execution with a large amount of autonomy;
- Demonstrated track record as a self-starter and leader, including comfort with ambiguity and dynamic environments and work streams;
- High level of conscientiousness and attention to detail – finishes work to completion;
- Strong communicator in multiple fora (written communications, public speaking, teamwork and upward management);
- Strong desire for professional growth and development, with track record of openness to give and receive feedback;
- Ability to work with international, cross-cultural, and diverse teams.

We hope to invest in outstanding professionals to join our flagship Global Operations team, and will help you use the experience as a launching pad for any future career steps. We welcome you to submit an application and help us shepherd IDinsight through this unique and exciting period of exponential organizational growth.

Nuts and Bolts

Location is the IDinsight San Francisco office, at 576 Sacramento Street in the Financial District (5-10 minutes from the BART and TransBay bus station). **Compensation** is \$13/hour, or class credit. **Start dates** are flexible but with a strong preference for sooner. **Time commitment and duration** of the internship will be agreed upon based on team needs and candidate availability.

To Apply

Please complete [this application form](#), which also required a CV and cover letter. Applications are rolling and considered as they are submitted. Please note, only candidates selected for an interview will be contacted.