

## Production Management Intern

### Who is Water Mission?

Water Mission is a rapidly growing Christian engineering nonprofit working to end the global water crisis by building safe water, sanitation, and hygiene solutions in developing nations and disaster areas. Guided by love, excellence, and integrity, we are driven to share clean, safe water and God's love with all. To date, we have served more than 4 million people in 56 countries. Working at Water Mission is as much a calling as it is a career, and we are searching for people with the courage, passion, and drive to help us change the world.

### What is the opportunity?

The Production Management Intern will support our manufacturing department by assisting with volunteer leadership, product management, and day-to-day administrative support of country program operations. This full-time, unpaid position is based in North Charleston, SC and will require work in both an office and production/research environment. The number of hours and schedule are flexible, although we are looking for a commitment of at least 36 on-site hours a week between Monday–Friday, 8:00am – 5:00pm and 1-3 hours of reading each week. This position reports directly to our Director of Operations and/or Production Supervisor. A successful Production Management Intern will:

- Possess Volunteer Leadership and 'Train the Trainer' Potential
- Rewrite Product Manuals
- Assist with product and material sourcing
- Support with general program/project management administrative activities
- Analyze and replicate shipping documentation and process flows
- Think critically about existing processes and how to make them more efficient

### What is required?

- Proficiency with Microsoft Office
- Excellent attention to detail and strong analytical skills
- Strong verbal and written communication skills
- 'Take Initiative' attitude
- Committed Christian
- Demonstrated ability to handle high-stress environments
- Interest in nonprofits and fundraising
- Flexibility to work in a rapidly changing environment

Interested, qualified applicants should apply at [watermission.org/get-involved/join-our-team/internships](http://watermission.org/get-involved/join-our-team/internships).