

Production Management

Who is Water Mission?

Water Mission is a Christian engineering nonprofit that builds sustainable, safe water solutions for people in developing countries, refugee camps, and disaster areas. Since 2001, Water Mission has served more than 8 million people in 60 countries, sharing safe water and the message of God's love. 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 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 30 on-site hours a week between Monday–Friday, 8:00am – 5:00pm. This position reports directly to our Production and Logistics Manager.

A successful Production Management Intern will:

- Review and update Water Mission's Inventory Records with guidance from the Production and Logistics Manager.
- Collaborate and work with our Production and Logistics Volunteers to accomplish daily operations while identifying opportunities to increase efficiency.
- Strengthen Logistics and Inventory Processes in conjunction with the Logistics Specialist.
- Identify improvements to our Assembly Line workflow and Material Storage organization.
- General program/project management administrative support activities.
- Analyzing and replicating shipping documentation and process flows
- Other operational objectives as assigned

What is required?

- Will be a Junior or higher, is preferred.
- Ability to commit to work 30-40 hours per week, based on availability.
- Water Mission is based in Charleston, SC, and this position requires the candidate to be in Charleston during the duration of the program.
- Volunteer, production, or construction experience is a plus.
- Follower of Jesus
- Proficiency with Microsoft Office
- Excellent attention to detail and strong analytical skills
- Strong verbal and written communication skills
- Demonstrated ability to handle high-stress environments and flexibility to work in a rapidly changing environment.
- 'Get It Done' attitude
- Interest in nonprofits and fundraising