

Ghana Make A Difference
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Ghana Make A Difference
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Administrative NGO Internship

About GMAD

[Ghana Make A Difference \(GMAD\)](#) is a small nonprofit that has been serving Ghana for over five years. GMAD shelters 35 - 60 of the world's most vulnerable kids, all of whom have either been rescued from forced labor trafficking, have been abandoned or have other special needs. While we work to reintegrate these children with their biological family or to find them a new adoptive family, we educate, nurture and give them health care. We believe there is no better way to raise the next generation than a family. To support our mission we employ 32 full-time Ghanaian and refugee workers in Ghana (nannies, social workers, teachers, cooks, maintenance and grounds workers, management), and each year we have over 100 volunteers that travel to Ghana (mostly from the USA) to help us maintain and operate the home. We are looking for NGO Interns that want to make a difference by contributing their skills and work to the betterment of those children we serve.



About the Administrative NGO Internship

There are many moving parts to running an NGO in a third world country - four of those parts are perhaps more critical to our success than others. These four areas are mentioned below and will be key areas to focus on while you serve as an administrative intern at the Ghana Make A Difference home.

1. Strengthening and Cultivating Partnerships - GMAD has formal agreements and partnerships with the Ghanaian government, Engage Now Africa, International Justice Mission, LDS Charities and others. These partnerships help us make a bigger difference in Ghana.
2. Hosting Volunteers - GMAD hosts and relies on the service of many volunteers each year. These volunteers bring unique skills, monetary gifts and will later become some of GMAD's biggest advocates.
3. Managing GMAD Employees - At the director/administrative level you still have many and frequent interactions with the children we serve. It is through our management of employees that we often have the biggest and most exponential positive impact.
4. Stewardship of GMAD Resources - As we are good stewards of donations and property purchased by donations we gain the confidence of those around us. It is also our goal to be the most impactful place someone can place a dollar. Being good stewards allows us to making a bigger difference in this world.

Our Administrative NGO Internship gives you the opportunity to work under and with our GMAD Director and his assistants in Ghana and will be connected with our development director who resides in the States. You will gain an insightful 360 view of our operations in Ghana and will simultaneously gain an understanding on what it takes to run a typical NGO. You will have the autonomy and support to use today's best management, strategy, finance

and leadership practices. There are many opportunities at the GMAD home and the local village to play and work with the children and local staff. Any ideas you may have for program enhancement, modification and expansion will be warmly welcomed and you will have the opportunity to implement these ideas and turn them into a reality.

Here are a few typical activities that your day may include:

- Attending a meeting or planning session with the Directors and staff managers.
- Purchasing goods at a local market.
- Assisting with a variety of reports using Google Sheets.
- Interacting with other volunteers and gaining insights on how to improve our current volunteer experience.
- Working alongside Ghanian and refugee GMAD staff as they go about their daily tasks.
- Interacting with the GMAD children (after school tutoring, playing soccer or other games, reading or telling them stories during bedtime, etc..).
- Problem solving and developing long term solutions for GMAD.
- Assessing the conditions and needs of the children and people you work with.
- Observing the GMAD Academy of Learning one school day.
- Accompanying one of the GMAD social workers on one of their errands.
- Sharing the best practices and management principles you are learning in your studies.

Costs:

- Volunteer fees: \$510/month. This includes housing, food and in country transportation to and from the airport.
- Passport
- Ghana Tourist Visa: \$60 (plus shipping)
- Malaria medicine: depends on the type you choose and current market rates, but costs vary around \$100
- Immunizations: depends on what you need, but yellow fever varies around \$120
- Mandatory travel insurance: if you are a student you can get travel insurance through ISIC for \$25
- Airfare from Salt Lake City is typically \$1400 ± \$200

Volunteer Handbook:

Our volunteer handbook is a great resource and is updated regularly if you are contemplating service in Ghana or are preparing to serve at the GMAD home. (See it on our website under the volunteer tab)

https://www.ghanamakeadifference.org/uploads/2/9/4/1/29418375/gmad_ghana_volunteer_handbook.pdf



We hope to see you at the GMAD home, where you will make a difference! If you have any questions please contact Austin Johnson at austin@ghanamakeadifference.org, or simply apply online as a volunteer at [ghanamakeadifference.org](https://www.ghanamakeadifference.org) (mention in the notes that you are interested in this internship).