



International Emergency and Development Aid (IEDA Relief) Inc.

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International Emergency and Development Aid (IEDA Relief) is a Not-for-Profit organization, 501(c)3 Tax-exempt Headquartered in Houston, Texas, USA with office in Brussels, Belgium (IEDA Relief Belgium) and global operations in few countries around the globe providing Humanitarian/Relief and Development Services. IEDA Relief is an emerging organization committed to taking the most effective, flexible and innovative approaches to Humanitarian and development work. Our mission is to alleviate the suffering of vulnerable people tackling the underlying causes of poverty so that they can become self-sufficient and achieve their full potential. Since 2008, IEDA Relief has worked in 12 countries with an \$80M investment over 260 projects helping people as they transition to longer-term development. Our staff focus on marginalized people, as well as internally displaced persons and refugees. We have facilitated and delivered the key components of support and coupled activities with community capacity building to develop a local voice, ownership, and technical capability for communities to support their transition to longer-term sustainability. Why IEDA Relief? We know communities – we do not just say it, we practice it. We are working intimately with communities from Day One. For us, it does not make sense to work in communities without understanding them and learning from them – their people, their needs, what drives them, social structures, cultural practices, and interactions. When the situation calls, we work quickly so that we do not lose time further down the road when problems arise. During this worldwide Pandemic of Covid-19, IEDA Relief picked up the call and is responding to feeding the 1st Responders by raising funds and receiving in-kind donations.

Be a Part of the IEDA Relief Team!

Globally, volunteers and interns (many of which are locally recruited) play a vital role in IEDA Relief's programs and operations. Volunteers and interns from diverse backgrounds dedicate their time and skills to work directly with program beneficiaries, develop IEDA Relief's organizational capacities, help with IEDA Relief events and fundraisers, and take part in emergency response missions in the critical days and months following a conflict or natural disaster.

IEDA Relief actively recruits volunteers and interns for specific postings (see below), and also accepts applications on a rolling basis. Prospective interns must be currently enrolled in or recent graduates of an undergraduate or graduate educational institution; internships are generally unpaid unless special arrangements are made with your academic institution.

View the opportunities posted below for specific internships and volunteer openings.

Depending on the needs of the office and an individual's level of experience, examples of volunteer/intern duties include:

- Short- and long-term program assistance to educate, mentor, and otherwise provide support to refugees, asylum seekers, immigrants and other vulnerable populations of all ages
- Assisting IEDA Relief staff with program data entry, monitoring and evaluation, reporting/translation and website updates
- Assisting with IEDA Relief events, (social) media campaigns, and fundraisers
- Conducting research and producing proposals regarding potential new IEDA Relief programs and/or solutions to help meet organizational objectives
- Providing specific skills and/or expertise in finance, marketing and media, HR, emergency management, IT, or other areas of specialization to add to IEDA Relief's programs and organizational capabilities

[Apply Today!](#)

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If you are interested in becoming an IEDA Relief volunteer or intern, please email your resume/CV to volunteer@iedarelief.org. Please note only applicants that state their availability will be considered. In the subject line of your email, specify position and location where you want to serve.

Program Manager Job Summary

The Program Manager (Non-Profit) manages a team that coordinates programs for a non-profit organization. Designs programs that align with the organization's mission and support the organization's goals. Being a Program Manager establishes fundraising and development goals, identifies potential donors or sources of funding, and plans outreach strategies. Schedules and forecasts planning for special events that publicize the organization and its programs to the community. Additionally, the Program Manager may assist in the development of grants applications or proposals.

Typically reports to the organization CEO. The Program manager manages subordinate staff in the day-to-day performance of their jobs. Ensures that project/department milestones/goals are met and adhering to approved budgets. Has full authority for personnel actions. Extensive knowledge of organization processes. Program Managers also act as a liaison between the individuals working on the program and key stakeholders.

General Accountabilities

- Develops, prioritizes, and implements tactical program plans.
- Compiles estimated cost models, submits and tracks final budget, and prepares reports.
- Assists in theme, demo, and exhibit space layout development for trade show booths.
- Makes space reservations for trade show booths, and coordinates shipping of booth materials, booth setup, staffing, demos, and lead collection.
- Sets up sales meeting and press event schedules, organizes materials, reviews transportation itineraries, and books venues and services.
- Assists in creation of internal and external promotional pieces.
- Organizes required catering services and room and communication equipment setup.
- Performs other related duties as assigned by management.

Job Qualifications

To be a program manager typically has a Bachelor's degree in a related field and requires five (5) years' experience as an individual contributor.

Skills

- Excellent written and oral communication skills
- Problem solving
- Project management
- Service orientation
- Interpersonal skills
- Planning/organizing

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