



# Fiji

## Internship

---



# Introduction to internships & philosophy

---

The internship component is one of the defining elements of the Semester in Development program. We offer hands-on internship experiences with locally led organizations, allowing program participants to explore a wide variety of local and global issues while learning directly from grassroots change makers. Our internship partner organizations cover a range of sectors within the international development space. We partner with organizations that are socially-focused, locally-led and community-driven.

The internship experience is intended to provide you with a realistic sense of what it means to work within the social impact space in a global setting. Your role will be designed with both your goals and the organization's needs in mind, ensuring that the placement is mutually beneficial and sustainable.



# Internships & Philosophy

---

Insight's in-country team works closely with our partners to ensure that you're matched with an organization that is well-suited to your skill set and experience. As an intern with one of our partners, you'll be learning from a team of local experts while providing support to a variety of projects and tasks. Navigating a new culture and workplace can present challenges, so you'll work with a supervisor who will provide guidance and mentorship throughout the duration of your placement.





# Overview/ what to expect

---

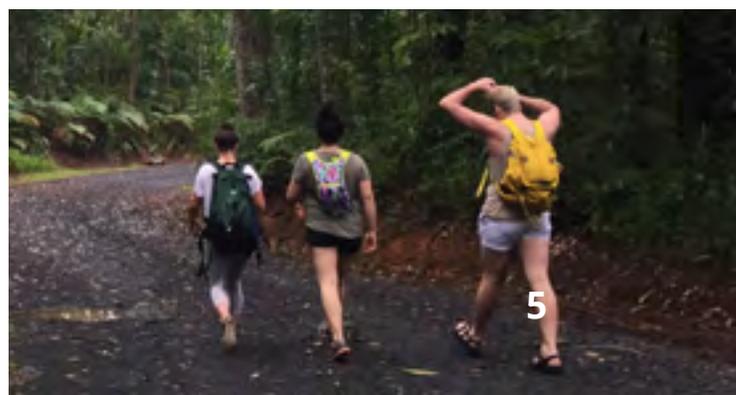
Internships are an increasingly an important first step in gaining work experience. Interning is a valuable way to achieve the requirement of having initial experience expected for many of today's careers. Internships can be particularly impactful for those looking to break into the competitive world of international development, the environment and social justice, or are hoping to get a sense of what a future career in this field could look like. Our Semester in Development (SID) programming is designed to provide students with meaningful, immersive internships, while also allowing them to experience new cultures, all while earning credits through our partner universities.

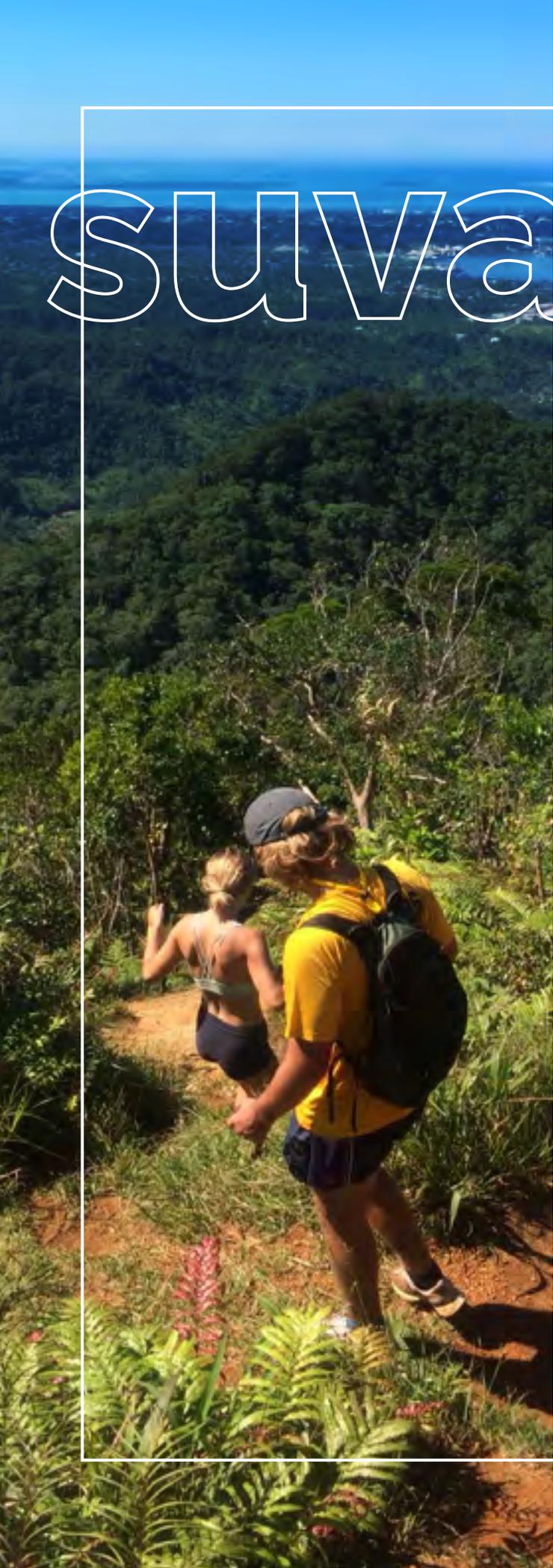


## As a program participant with Insight,

you will intern four days each week (Monday to Thursday), from 9-5, at your host organization. Your internship placement will be tailored to your individual interests, background, and skill set.

Each internship varies in terms of work responsibilities, organization size, length of commute to work, English proficiency of staff, and potential out of town work trips. You may spend your entire internship working at a laptop in an office in Suva's city centre, or you might spend weeks travelling throughout rural communities. Your internship experience is largely influenced by the type of organization you intern with, and their specific area(s) of focus.





# Suva

## Our partner organizations in Suva fall within the following sectors:

- Youth Engagement & Education
- Community Development, Public Health & Social Work
- Environment, Conservation and Sustainability
- Advocacy & Governance
- Gender & Equality

## Below is a list of our current partners in Suva:

### **Youth Engagement & Education**

- Foundation for Education of Needy Children
- KidsFirst Fiji
- Live & Learn
- Save the Children Fiji

### **Community Development, Public Health & Social Work**

- Fiji Cancer Society
- Fiji National Sports Commission
- Partners in Community Development Fiji
- Reproductive and Family Health Association of Fiji

# Our current partners in Suva (cont):

## Environment, Conservation and Sustainability

- Conservation International
- Fiji Locally Managed Marine Area Network
- International Union for Conservation of Nature
- Nature Fiji
- Women in Fisheries
- World Wide Fund for Nature - Pacific

## Gender & Equality

- Fiji Human Rights and Anti-Discrimination Commission
- Fiji Women's Rights Movement
- Rainbow Pride Foundation
- Women in Business Fiji
- FemLINK Pacific

## Advocacy & Governance

- Citizens Constitutional Forum
- Dialogue Fiji
- Pacific Centre for peace building
- Transcend Oceania
- Pacific Islands Development Forum
- Pacific Islands Forum Secretariat



# The Internship Placement Process

Insight's Internship programs begin with a careful process of determining the best internship fit for every student enrolled in our program.

---

## Step 01.

### Submitting your SID form

Once you've been officially accepted into the Semester in Development Program, you'll have the opportunity to complete the SID Internship Form. This form asks a series of questions related to the internship and will prompt you to provide details on your academic background, interests, skill set and preferences. This information will allow your Program Director to tailor the placement process to your specific needs.

## Step 02.

### Review your internship recommendations

Once you've submitted your SID Internship Form, your Program Director will schedule a call with you to review the information you've provided, and discuss some internship options. Your Program Director will then recommend 2-3 organizations for you to apply for an internship with.

---

## Step 03.

### Preparing your internship application

The next stage of the placement process is focused on preparing your internship application materials. You'll be provided with SID specific templates to help you draft a cohesive resume and cover letter for each organization. You will then send your application to your Program Director, who will submit it directly to the team at each organization for review.

## Step 04.

### Connecting with internship host organizations

Your Program Director will notify you once your application has been accepted by an organization, at which point you'll be introduced to a staff member at that organization. In some cases you may be accepted to more than one placement, in which case you'll be able to connect with the staff at each organization, allowing you to ask any questions you might have. The purpose of these conversations is to determine which organization will be the best fit for you, in order to move forward with an internship confirmation. Your Program Director will check in with you regularly throughout this process.





---

## Step 05

### Confirming your internship placement

Congratulations! Your internship placement is now confirmed. The final phase of the placement process is to prepare for your internship. Your supervisor will send you the SID Internship Placement Overview form, which will provide you with helpful details about your host organization, the office environment and your role as an intern. Once you arrive in-country, you'll work with your supervisor to co-create your work plan.

# Getting to your internship

Suva has a few options for getting to and from work! It will be your responsibility to get yourself to and from work each day, and to plan out your time accordingly.

## Walk

Suva is quite walkable, with plenty of sidewalks all throughout the city. Many internships will be within a 30 minute walk from the student house.

## Public Bus

Suva has a number of public buses that run throughout the city. You'll be able to purchase a bus pass during your first week of the program, which will allow you to load money for transit. A local bus ride in Suva costs less than 1 USD. Taking the Suva's public transit is a lively experience... buses are open air and often blast music!

## Taxis

Taxis are quite easy to come by in Suva. With rides starting at \$2 FJD (around \$1 USD), they're a fairly affordable option as well. Taking a taxi to work is as easy as hailing one from the end of the road. Just be sure you've got some small change!



# A day in the life

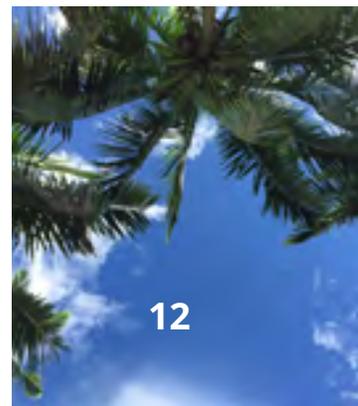
**07:00  
am**

Wake up, shower, make breakfast & get ready for work! 8:00 am – Head to work at your internship host organization. It will take a few days to get a feeling for Suva, and how long it takes to arrive on time, particularly if you plan on taking the public bus. Suva's transit schedules and traffic patterns can be erratic, so getting a rhythm for the city is part of the experience! Suva is a relatively small city, and most organizations are located within a 30 minute walk from the student house.



**10:30  
am**

Most internships will have a dedicated coffee break mid-morning. This is an excellent opportunity to socialize and get to know your coworkers. In Fiji, personal relationships and a sense of community are highly valued within the workplace.



**12:00**  
pm

Some internships will be located very close to restaurants or markets, while some are located in more residential areas with fewer options. Take the time in your first week to determine if you need to pack a lunch or can purchase food close to your work. Suva's size means that getting downtown on your lunch break is fairly do-able, so you can easily make plans to meet your friends for lunch.



**05:00**  
pm

Most Internships will finish at 5pm during the week. You may choose to walk back home after your work-day, hop on the local bus or flag down a cab.



**06:00**  
pm

You'll determine how long it takes to make your commute during your first week of work, so you can plan your evenings accordingly. It might make sense to pick up groceries on the way home from work, especially if you work downtown by Suva's Municipal Market.

**07:00**  
pm

Your evenings each night are completely free. There is no shortage of things to do during the evenings in Suva: enroll in a fitness class, head to the Yacht club for sundowners, or try a new restaurant with friends.



**11:00**  
pm

Head home to unwind and get ready to do it all again tomorrow.



# Frequently Asked Questions

## **Q: Can I choose my internship placement?**

Based on their extensive knowledge of our partner network in Suva, your SID Program Director will work with you one-on-one to find an internship placement that best matches your interests, abilities and career goals. Specific placements cannot be guaranteed, as they are dependent on the need, capacity and project cycles of our partner organizations at the time of the program. Our partner organizations will have the opportunity to review your application prior to confirming your placement, ensuring that it's a good fit, both for you and for the host organization.

## **Q: I found an organization online that I'm interested in interning with, but I'm not sure if Insight is partnered with them. Can I still apply?**

We are partnered with 30+ organizations across a number of sectors in Suva. The majority of our partners are grassroots, locally-led organizations. Should you have an interest in a specific organization that is not listed as an active partner on our website, you are more than welcome to reach out to your Program Director to see if a partnership might be possible.



# FAQs

---

## **Q: When will my internship be confirmed?**

The internship placement process typically starts 3 months prior to your arrival in-country. In most cases the process takes a few weeks, as our partner organizations need time to consider your application, put together a work plan and identify an internship supervisor within their team. Your SID Program Director will keep you updated regularly throughout the process.

## **Q What will my role look like?**

Each internship placement varies depending on your host organization and the projects they are running during the months that you are there. Some placements are entirely office-based, where others may involve regular community outreach or field work. Your role will also depend on your academic background, past experiences and skill set. Some typical internship tasks include:

- Communications & social media support
- Program support & facilitation
- Survey design, implementation & analysis
- Research
- Data collection & data entry
- Funding proposals & grant applications
- Report writing & editing
- Editing documents that have been translated into English
- Monitoring & evaluation support
- Client support & relations
- Administrative support
- Delivering educational sessions & workshops

# FAQs

---

## Q: What should I wear at my internship?

While work attire in Fiji is relatively casual, we recommend you pack smart, business casual outfits, such as dress pants, blouses/button-down shirts and dress shoes. In some cases, interns have been involved in community outreach activities that require activewear, and field work in village communities will require more modest dress, with shoulders and knees covered.

Once your specific placement is confirmed, you'll be introduced to your supervisor, who can answer any detailed questions about workplace culture and appropriate dress.





# Sarah's Internship

A kinesiology student from the University of the Fraser Valley in British Columbia, Canada, Sarah was looking to gain experience with an organization focused on community health and sports-led development.

Sarah's internship with the Fiji National Sports Commission allowed her to gain hands-on experience delivering sports outreach programming and promoting wellness and nutrition at the community level. Sarah also participated in Fiji's National Youth & Sports Conference, which brought 400 Fijian youth delegates from all over Fiji together in Suva.

The Fiji National Sports Commission is a government agency that facilitates a number of community outreach programs, with a focus on wellness, nutrition and sports development.

**//** My semester in Fiji with Insight Global Education was truly an eye opening experience. I had the opportunity to intern with the Fiji National Sports Commission where I helped to organize and run sports outreach programs within communities. I also learned about the diverse cultures in Fiji and developed great relationships with my coworkers and roommates. I will cherish the memories I made from this trip forever! **//**



# Frejhan's Internship

---

Frejhan, an Environmental Science student from Saint Lucia who attends St. Mary's University in Halifax, Nova Scotia was looking for an internship placement that focused on marine conservation and climate change mitigation. Through the Semester in Development, Frejhan interned with Conservation International, working primarily with their marine team.

Frejhan's placement allowed her to participate in a number of fieldwork trips to remote areas of Fiji. She had the opportunity to accompany the CI team to the Lau Group where she observed the Lau Seascape Initiative, a project which aims to empower communities in the Lau Islands to sustainably manage their natural resources.

**//** [Lau] was the most exciting trip I have ever done! It allowed me to better understand the role of NGOs in the community development space, as well as where funds and donations are sourced and allocated. For me, it was a crash course in community outreach and business all in one. **//**



# Yanik's Internship

An International Development Student at the University of Guelph, Yanik was interested in gaining hands-on experience with climate research, which would help her determine if she wanted to work in this sector in the future. Yanik interned with Live & Learn Environmental Education in Suva, where she focused on supporting the UN Habitat's Fiji Resilient Informal Settlements project. Live & Learn supports communities with environmental sustainability and delivers programming on a number of themes, including Water, Sanitation & Hygiene; Climate Change; and Disaster Risk Reduction & Response.

**“** Through my internship placement with Live & Learn Environmental Education I assisted with the UN Habitat's Fiji Resilient Informal Settlements project, which works with informal settlement communities around Fiji to increase their resilience to the impacts of climate change. As I have always had a strong interest in pursuing a career in climate change research, I feel extremely grateful to have been able to assist with this project. Not only did it allow me to gather hands-on experience in my field of interest, but it allowed me to better understand what true grassroots development work consists of. **”**

# “ The Semester in Development made me really stand out to potential employers.

Thanks to the program, all of my interviews went really smooth. Living in Fiji was a big conversation topic during my interviews. The experience made me seem like a more interesting and well-rounded person. I was able to get a job with the company of my dreams soon after returning home, and I credit a lot of that to my experiences abroad, and my abilities to convey what I did in Fiji. In the last year since coming home, I've done so many more things that I would have never tried before. I am more adventurous. I used to say no to things a lot. I now say yes to opportunities a lot more than I ever used to or could have imagined. ”

- Nadine Maier

[APPLY NOW](#)

