



Sudanese American Medical Association

SAMA Internship Program 2025

Video Editor Intern

Definitions	2
Context	3
Leadership	3
The program structure	3
Duration	3
Essential Selection Criteria	3
Desirable Criteria	4
Skills Acquired During the SAMA Internship Program (Learn by Doing)	4
Core Skills	4
In-Service Training Access:	4
Expectations for this position	4
2025 Videos schedule:	5
Commitment/time burden	6
Willingness to cross-cover	6
Recruitment & Retention	6
Poor Performance	6
Absence/Termination	6
Leave for examinations	7
Performance Evaluation, Letters of Recommendation	7
Post Internship Opportunities	7
Payment	7



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Definitions

1. Volunteer: متطوع
 - a. Donates their time and effort to the organization without any pay
 - b. No reporting requirement
 - c. Short Assignments
 - d. Supervised by the Team Leader
 - e. Training based on assignment
2. intern: متدرب
 - a. Monthly stipend that is reviewed bi-annually
 - b. Weekly Meetings with Leadership
 - c. Submit monthly report to Leadership
 - d. Get on-the-job training
3. Staff: Full-time employee with monthly salary and benefits



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Position: Video Editor Intern

Location: Cairo, Egypt, regardless of their nationality.

Duration: January 1, 2025 – June 30, 2025 (maximum)

Type: Internship

Context

The Sudanese American Medical Association is offering an internship position to an early career **Video Editor** based in Cairo, who is looking to gain a hands-on experience in a nonprofit setting. This internship is an opportunity to enhance your skills while contributing to impactful projects that make a difference. You will work closely with our content and marketing teams to produce engaging videos that highlight our mission and initiatives.

Leadership

Co-Directors:

- SAMA Secretary General
- Dean of SAMA Institute

Review Committee:

- Sudan office Director
- South Sudan office Director
- Executive Director

The program structure

The **SAMA Internship Program** offers a dynamic, hands-on learning experience designed to immerse interns in impactful projects. Interns are directly enrolled in **various SAMA initiatives**, providing them with practical, real-world exposure to nonprofit operations.

Duration

January 1, 2025 - June 30, 2025 (Maximum)

Essential Selection Criteria

- **Reflects SAMA values of Excellence, integrity, and kindness**
- Based in Cairo, Egypt, regardless of nationality.
- Applicants must be currently enrolled as students or have graduated within the past three years
- Early-career video editor with a passion for visual communication.
- Familiarity with video editing tools.
- Has access to a personal laptop and reliable internet source



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Desirable Criteria

- Certification in English language competency e.g. OET, IELTS ...
- Has a LinkedIn account (or willing to create one) to post SAMA content

Skills Acquired During the SAMA Internship Program (Learn by Doing)

The SAMA Internship Program offers a unique opportunity for interns to develop a diverse set of practical and professional skills. By actively participating in SAMA projects, interns will gain expertise in the following areas:

Core Skills

1. **Presentation Skills:**
 - Learn to craft and deliver compelling presentations, including **SAMA presentations**, tailored for diverse audiences.
2. **Project Management Skills:**
 - Acquire the ability to plan, execute, and manage projects effectively, working collaboratively within a team.
3. **IT and Digital Tools Proficiency:**
 - Master essential tools and platforms to enhance productivity and collaboration:
 - **Google Suite:** Develop advanced skills in Gmail, Slides, Sheets, Docs, and Calendar.
 - **Zoom:** Manage virtual meetings, webinars, and online sessions efficiently.
 - **YouTube:** Utilize video content for outreach, education, and engagement.
 - **Trello:** Organize tasks and streamline project workflows with ease.

In-Service Training Access:

In addition to hands-on experience, interns gain access to a curated library of **self-paced, free courses** as part of the in-service training program. These courses are designed to enhance clinical and organizational skills, providing ongoing opportunities for growth.

Expectations for this position

- Create videos from raw materials including photos and short clips
- Learn and use **Pictory** or similar AI-powered video editing tools effectively.
- Produce high-quality and visually appealing videos every month.
- Seek feedback and refine video-making skills throughout the internship.



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2025 Videos schedule:

- The intern is expected to create one video per month with the following themes:

Month	Theme of the video
January	SAMA Mobile Rescue Teams: Success of the first mission
February	SAMA Institute of Health: Overview of the institute's goals, activities, and how it empowers learners.
March: Ramadan Fundraiser	SAMA Feeding Program: Show the impact of SAMA's feeding programs on displaced families.
April	SAMA Mobile Rescue Teams: Fundraising for the new mission
May	SAMA Institute of Health: Learners spotlight: testimonials from learners in Port Sudan about their experience
June: Eid Aladha Fundraiser	SAMA Feeding Program
July	Road to Success in Residency: Successful Match Applicants sharing their experience
August	To be confirmed
September	To be confirmed
October	Donor appreciation: Showcase how donor contributions have made a difference, including testimonials.
November:	End-of-Year Fundraiser
December	Year in Review: Recap SAMA's major accomplishments, highlighting key moments and impacts.



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Commitment/time burden

- The intern is expected to be available online on Saturdays from 1 PM to 7 PM Cairo Time
 - Complete pending tasks,
 - Work with SAMA leadership, staff, interns
 - Zoom sessions
- Offline completion of tasks during the week

Willingness to cross-cover

- Allocation of positions is dependent on availability, all interns should be willing to cover gaps as they arise.
- Willingness to cover gaps is a requirement for recruitment.
- Unwillingness to fill a gap in service will result in a negative performance evaluation.

Recruitment & Retention

- All interns are evaluated at 1 month and 3 months
- Vacant positions are announced through the SAMA website, social media
- The selection and Review committee reviews applications and selects the best fit for the position after a formal interview

Poor Performance

- In the event of poor performance, interns can be relieved from their responsibilities at the end of the month.
- Examples include but are not limited to:
 - Code of Conduct Policy Breach
 - Confidentiality Policy Breach
 - Consistent inability to perform assigned tasks

Absence/Termination

- If interns cannot attend the Saturday meeting then they should submit an online form requesting leave and outlining the duration & reason for absence. In the same form, they should report on the tasks assigned on the Trello board
- If an intern misses two consecutive meetings or four non-consecutive meetings, then further absences will result in deductions from the stipend, i.e. unpaid absence
- If an intern misses four consecutive meetings or eight non-consecutive meetings, then their internship is terminated



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Leave for examinations

- Interns can take up to one month of unpaid leave to prepare and sit for examinations
- Absence for more than one month leads to termination to vacate the position to a more available candidate

Performance Evaluation, Letters of Recommendation

- Will be issued by the Program co-directors on request based on performance after completing 6 months.

Post Internship Opportunities

- Join the Learning Management System Developing Team
- Join the scientific writing committee

Payment

- Expected stipend: \$100 per month
- Method of payment at the discretion of the SAMA US office

Application

Date	Activity
Sunday, December 4, 2024	Opening the application
Sunday, December 15, 2024	Closing the application
Sunday, December 22, 2024	In-person interview in Cairo, Egypt. Location to be confirmed later.
Monday, December 23, 2024	Announcement of successful candidate