



Position Logistics and Procurement Intern

Location Washington, DC

About RI Established in 1990, Relief International (RI) is a leading global humanitarian organization that transforms adversity into renewal for the world's most vulnerable populations. Innovatively, RI bridges the gap between immediate relief and long-term community development.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Assist with daily operations for headquarters and field offices; including international communications, logistics, travel arrangements and coordination between field and HQ
- Support Operations Department with ensuring that the organization is in adherence to in-country registration requirements, etc.
- Carry out procurement procedures and paperwork for capital assets for field and HQ offices; provide consolidation and shipping support
- Conduct internet research, price comparisons of shipping costs, and miscellaneous procurement duties
- Assist Relief International employees as needed

QUALIFICATIONS & REQUIREMENTS:

- Currently enrolled in an undergraduate program, or a recent graduate with a B.A. in a field related to International Relations, Political Science, Public Policy or Administration/Management
- Demonstrated ability to achieve results in a demanding and fast-paced environment, under tight deadlines and with limited resources
- Excellent written and oral communication skills
- Knowledge of Microsoft Office Suite
- Strong interpersonal skills and ability to work independently, as well as part of a team
- Willingness to work minimum of 15 hours a week; M-F varied schedule
- General knowledge of world affairs and international institutions.

Salary: Unpaid internship; monthly transportation stipend and academic credit available

Application Procedure: To be considered for this recruitment, please submit a cover letter, resume, the contact details of 3 professional supervisory references, and the date of availability to: intern@ri.org. The email subject line should include the following: Operations Intern - DC.