



Position Middle East and Haiti Programs 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.

Position Summary:

Under the supervision of the Middle East Program Manager, the Intern will assist in report and proposal editing, write program summaries or assist in developing program communication material, assist on creating or revising program budgets in Excel, and conduct administrative tasks as assigned.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Edit and assist in writing reports, proposals, and other program materials for RI programs in the Middle East and Haiti
- Assist in creating program communication materials, including writing updates for the Middle East and Haiti sections of the RI website
- Assist in editing or creating program proposal budgets, as assigned
- Conduct research on foundations or program sectors
- Assist in administrative duties, as needed

QUALIFICATIONS & REQUIREMENTS:

This position demands a dynamic individual with a demonstrated ability to achieve results in a demanding and fast paced environment.

- Excellent written and oral communication skills
- General knowledge of world affairs and international/intergovernmental institutions.
- Strong interpersonal skills and ability to work independently, as well as part of a team
- 15-40 hours weekly; M-F varied schedule
- Professional demeanor
- Computer literacy and thorough internet knowledge

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, two AP-style writing samples, and the date of availability to: intern@ri.org. The email subject line should include the following: (Last Name) - Middle East Intern - DC.