



Position Enterprise Development Intern (Social Enterprise & Microfinance)

Location: Washington, DC

About RI: Relief International (RI), an international relief and development agency with cross-sectoral programs bridging relief and development, currently seeks an Enterprise Development Intern (Social Enterprise & Microfinance).

Position Summary: Under the supervision of the Enterprise Development Director, assist in the process of institutionalizing RI's microfinance programming and reporting, expand social enterprise initiatives, as well as departmental research and development requirements.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

- Expand reporting system and benchmarks for microfinance programming
- Develop and refine business plans and projections
- Support specialized enterprise development research
- Create and/update contract and budget templates
- Support administrative needs of department (filing, etc.)
- Assist staff members as needed
- Assist in writing and editing project proposals

QUALIFICATIONS & REQUIREMENTS:

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

- Microfinance knowledge/background – **required**
- Entrepreneurial and/or finance background preferred
- Strong oral and written communication skills
- 15-40 hours weekly; M-F varied schedule
- Professional demeanor
- Computer literacy (Excel, in particular) and thorough internet research skills
- General knowledge of world affairs and international/intergovernmental institutions
- Strong interpersonal skills, ability to work independently, as well as part of a team
- Second language preferred

Salary: Unpaid, monthly transportation stipend and academic credit available.

Application Procedure: To be considered for this recruitment, please submit a cover letter and resume with the date of availability to intern@ri.org. The email subject line should include the following: Enterprise Development Intern.