



**Position** Operations Intern

**Location** Los Angeles, CA

**About RI:** Relief International (RI), an international relief and development agency with cross-sectoral programs bridging relief and development, currently seeks an Operations Intern.

**ESSENTIAL RESPONSIBILITIES AND DUTIES:**

- Conduct internet research, price comparisons of shipping costs, and miscellaneous procurement 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
- Assist Relief International employees as needed

**QUALIFICATIONS & REQUIREMENTS:**

- Demonstrated ability to achieve results in a demanding and fast paced environment.
- Professional demeanor
- Able to work well under tight deadlines and with limited resources
- Excellent written and oral communication skills
- Knowledge of Excel and basic word processing
- General knowledge of world affairs and international/intergovernmental institutions.
- Currently enrolled in an undergraduate field related to International Relations, Political Science, Public Policy or Business Administration/Management; Graduate students and volunteers are welcome.
- Strong interpersonal skills and ability to work independently, as well as part of a team
- Ability to learn and adapt to a fast pace environment
- Second language desired
- Willingness to work 15-40 hours weekly (minimum of 15 hours); M-F varied schedule

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

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