



Position South Asia Programs – Burma Intern

Location Washington, DC

About RI: Relief International (RI), an international relief and development agency with cross-sectoral programs bridging relief and development, currently seeks a part-time Programs Intern for South Asia-Burma.

Position Summary:

Under the supervision of the South Asia Program Manager, the Intern will assist in report and proposal editing, writing program summaries and assisting in developing program communication material, assist with creating or revising program budgets in Excel, and conduct administrative tasks as assigned.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

- Assist in writing and editing reports, proposals and other program materials for Relief International livelihoods and health programs in Burma.
- Assist in writing and editing program communication materials
- Conduct research on foundations or program sectors
- Assist in editing or creating program proposal budgets, as assigned

QUALIFICATIONS & REQUIREMENTS

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

- **Excellent writing and copyediting skills**
- **Must have at least a graduate degree.**
- General knowledge of world affairs and international/intergovernmental institutions. Knowledge of South Asia and Burma a plus.
- Available for at least 12-15 hours a week, M-R varied schedule.
- Strong interpersonal skills and ability to work independently as part of a team.
- Good organizational skills and detail-oriented.
- Demonstrated interest in international development and relief efforts with a strong commitment to local and global social justice.

Salary: Unpaid, transportation stipend of \$10 a day and academic credit available.

Application Procedure: To be considered for this recruitment, please submit a cover letter, resume, and 3 supervisory references (including name, email and phone number), with the date of availability to intern@ri.org. Incomplete applications will not be considered. The email subject line should include the following: South Asia Programs Intern - DC.