



**Position:** Programs Intern

**Location:** Los Angeles, CA

**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 Program Director and the Program Assistant, the Programs Intern assists the Program and Program Development Department in research, administrative tasks, and database management.

**ESSENTIAL RESPONSIBILITIES AND DUTIES:**

- Support specialized research and program development projects
- Support administrative needs of Relief International's Programs and Program Development departments (filing, etc.)
- Assist PD/Programs staff members as needed
- Assist in writing and editing project proposals and capacity statements

**QUALIFICATIONS & REQUIREMENTS:**

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

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

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

Your internship with Relief International will not only give you a chance to contribute to our mission, but also to discover career opportunities within Relief International and the

non-profit world in general. This year, over 10% of graduating or graduated interns were offered full-time positions with Relief International.

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