



Position Institutional Advancement Intern

Location Los Angeles

About RI: Relief International (RI), a fast growing international relief and development agency with cross-sectoral programs bridging relief and development, currently seeks a Institutional Advancement Intern to start as soon as possible.

Position Summary:

The Institutional Advancement Intern provides support to the Institutional Advancement/Internal Audit Office and works extensively with staff in Relief International's domestic and international offices. The IA Office provides analysis and support through regular review of all departmental functions both at HQ and in the field to ensure proper functions are in place for security, Operations, Programs and Program Development, etc. The IA Intern will assist with the distribution and collection of self-audit checklists for field offices, inputting checklist and survey results into a database, and providing additional support to the IA Analyst as needed.

Essential Responsibilities and Duties:

- Communicate with point-persons in field offices to facilitate the dissemination, troubleshooting, and collection of self-audit checklists on a quarterly basis
- Collecting checklists and results from field offices in an organized fashion; assisting with the analysis of these results and compilation into reports
- Research internal audit best practices to identify aspects that can be incorporated into RI IAO systems
- Assist with building and updating the IAO database of checklist items on Microsoft Access
- Researching efficient and simple-to-use universal filing system models for potential use in RI offices
- Providing support for updating manuals and other documents as needed to ensure efficient operations
- Support for other institutional development projects and duties as assigned.
- (Optional) Provide French translations for checklist items and other communications with French-speaking offices

Requirements and Qualifications:

This position demands an individual who is detail-oriented, and has inter-cultural experience with a demonstrated ability to achieve results in a demanding and fast-paced environment.

- Is currently studying or has a degree in business development/management, NGO management, International Studies, or other related field
- Available for at least 12-15 hours a week
- Previous NGO/non-profit experience preferred
- Strong oral and written communication skills
- Has general interest in and knowledge of current international affairs
- Excellent analytical and organizational skills
- Pays acute attention to detail
- Experience with database software preferred
- Strong ability to work both independently as well as in a team
- (Optional) Ability to speak/write in French fluently

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

Application Procedure: To be considered for this recruitment, please submit a cover letter, resume, salary history, 3 professional supervisory references with date of availability to intern@ri.org. Incomplete applications will not be considered. The email subject line should include the following: Institutional Advancement Intern - LA.