



Position Program Development 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 a Program Development Intern for summer 2011.

Position Summary:

Under the supervision of the Program Development Officer, the PD Intern assists the Program Development Department in research, administrative tasks, and proposal development.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

- Support specialized research and program development projects
- Create templates of contracts and budgets and update new requirements in current templates
- Support administrative needs of PD department (filing, etc.)
- Assist PD 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.

- 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: Internship

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. The email subject line should include the following: Program Development Intern - LA.