



**Position** South Asia Programs 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 full-time Programs Intern for South Asia.

**Position Summary:**

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

**ESSENTIAL RESPONSIBILITIES AND DUTIES:**

- Edit and assist in writing reports, proposals, and other program materials
- Assist in creating program communication materials, including writing activity updates for the South Asia section of the RI website
- Assist in editing or creating program proposal budgets, as assigned
- Conduct research on foundations or program sectors
- Assist in administrative duties, as needed

**QUALIFICATIONS & REQUIREMENTS:**

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

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

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

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