



Position Technical Assistance/Monitoring&Evaluation Intern

Location Washington, DC

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

As part of Relief International's Technical Assistance team, the intern will assist the Technical Assistance Department Director in consolidating critical monitoring and evaluation data across the Relief International portfolio - helping to ensure accountability and transparency throughout RI programs, particularly those focused on agriculture, water, energy and the environment.

The intern will gain valuable experience working across multiple regions and sectors, including education, agriculture, health, infrastructure, social enterprise and human rights. Technical Assistance interns will also have the opportunity to assist with the creation and design of M&E training resources, to be used by RI staff globally.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Consolidation of Monitoring & Evaluation data across the Relief International – EnterpriseWorks/VITA portfolio
- Assistance with developing Monitoring and Evaluation training Powerpoints and resource documents
- Edit and assist in writing reports, proposals, and other program materials for RI water, agriculture, environment and energy programs
- Assist in creating program communication materials, including writing updates for the RI programs across multiple sectors and regions
- 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:

- **Bachelor's Degree required, Graduate degree strongly desired**
- Coursework and/or background in Monitoring & Evaluation
- Demonstrated ability to achieve results in a demanding and fast paced environment.



- Excellent written and oral communication skills
- Professional demeanor
- Knowledge of Excel, Word, Access and PowerPoint; and thorough Internet knowledge
- Strong interpersonal skills and ability to work independently, as well as part of a team
- 15-40 hours weekly; M-F varied schedule

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

Application Procedure: To be considered for this recruitment, please submit a cover letter, resume, the contact details of 3 professional supervisory references, and the date of availability to: intern@ri.org. The email subject line should include the following: M&E Intern – DC.