



Internship Announcement
International Programs Intern
Promundo-US

Washington, DC
October 2018

Overview

Promundo-US, an international non-governmental organization working to promote gender equality and violence prevention, seeks a paid, part-time International Programs Intern to work in its Washington, DC office. This position will form part of Promundo's Programs team and will report to Aapta Garg, Program Officer.

About Promundo

Founded in Brazil in 1997, Promundo works to promote gender equality and create a world free from violence by engaging men and boys in partnership with women and girls. Promundo is a global consortium with members in the United States, Brazil, Portugal, and Democratic Republic of the Congo that collaborate to achieve this mission by conducting cutting-edge research that builds the knowledge base on masculinities and gender equality; developing, evaluating, and scaling up high-impact gender-transformative interventions and programs; and carrying out national and international campaigns and advocacy initiatives to prevent violence and promote gender justice. For more information, see: www.promundoglobal.org.

Internship Responsibilities

- With Program team support, update gender-transformative curricula for men and boys
- Systematize proposal program narratives and concept notes
- Edit, reformat, and conduct simple layout of documents including training agendas, budgets, training PowerPoints, and more as requested
- Create and maintain a list of current projects
- Conduct background research key themes and issues, including but not limited to conflict and masculinities, and economic justice
- Develop blog posts and other social media content as needed
- Provide administrative and organizational support to the Programs team
- Other tasks as assigned



Required Skills

- Excellent English writing, editing, and proofreading skills
- Strong attention to detail
- Hard worker and quick learner
- Proactive, able to handle multiple tasks and prioritize well, with strong self-motivation

Desirable Qualifications

- Knowledge of gender, global health, international development, and/or social justice issues
- Second language skills, French and / or Arabic preferred

Duration

- Flexible start date; mid-November 2018 preferred.
- Ability to commit to internship for 16 hours/week for three months, at least through mid-February 2019, with potential to extend.

Compensation

- \$13.25/hour

Process

To apply, please send a 1) resume, 2) cover letter addressed to Aapta Garg, and 3) writing sample of no more than 3 pages no later than **November 9** to: jobs@promundoglobal.org. Please write "International Programs Internship" as the subject heading. Please indicate if you are legally authorized to work in the United States. Please note that only shortlisted candidates will be contacted.