



Program Intern

San Francisco office

Full Time – 40 hours

Application Deadline: September 29th 2017

An internship with Equal Access is a dynamic and rigorous experience, providing a great opportunity to build your skills in managing programs in communication for development, Monitoring and Evaluation (M&E) and/or Information and Communications Technologies for Development (ICT4D). The right candidate will have a working knowledge of international development and a high level of professionalism, focus and critical thinking ability. The Program Intern will be expected to practice excellent time management and prioritization between these differing responsibilities. We are looking for a self-starter who can learn quickly, show initiative, take on a project and see it through with little oversight.

The intern will be coached and mentored to improve his or her skills in several areas, and will be expected to support EA's Programming in Asia and Africa, including: supporting staff with desk research, drafting and copy-editing reports, employing data cleaning and analysis skills to interpret evaluation findings, designing and creating surveys and questionnaires, using graphic design skills to effectively convey program impact, updating briefing books, drafting relevant pieces including op-eds, blogs, infographics, and policy briefs, analyzing and improving ICT4D and social media work. The position will also support essential program management functions such as procurements, managing project records, and other administrative duties that ensure high quality program delivery.

Applicants should have excellent writing and research skills and should anticipate using this internship as an opportunity to build these skills. Interns are expected to maintain a level of confidentiality and discretion when working with sensitive information. The successful candidate should have a relevant undergraduate or graduate degree (or be pursuing a graduate degree) in international development, sociology/political science, peacebuilding, or communications (or an equivalent combination of education and experience). Applicants should possess fluency in English. A candidate with proficiency in French is preferred.

Minimum Time Requirement: Interns should be prepared to work 4-5 days (32-40 hours) per week, and should be available for a period of roughly three months, beginning in October 2017. This is an unpaid internship; however interns will qualify for the reimbursement of some food and travel expenses. Equal Access will provide a loaned computer, mentorship, and ongoing professional development throughout the internship.

To apply: Please email your resume, references, and a cover letter stating your interest in Equal Access and your qualifications specific to our work to jobs@equalaccess.org. In the subject line of your email please indicate "Equal Access SF Program Internship – Fall 2017."