



Africa Program Intern  
Washington, DC Office  
Full Time – 40 hours

An internship with Equal Access in Washington, DC is a dynamic and rigorous experience, providing a great opportunity to build your skills in research, organization, and communications. The right candidate will have a working knowledge of international development, peacebuilding, and a high level of professionalism, focus, and critical thinking ability. Our interns may participate in high-level events and conferences, meet with donors, government officials and NGO representatives.

This summer internship will provide a chance to improve your experience in the key areas of responsibility and learning listed below. The wide range of functions reflects the broad activities required of all team members in our small Washington, DC office. The Africa 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, 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 many areas, and will be expected to support EA's Africa Programming, including: supporting HQ staff with desk research, administration, drafting and copy-editing reports and grant proposals, updating briefing books, monitoring conflicts and countries of interest, researching issues relating to peacebuilding, violent extremism, and social and behavior change communications, attending program meetings, drafting relevant pieces including op-eds, blogs, infographics, and policy briefs, assisting monitoring and evaluation, attending relevant conferences and workshops, and supporting staff as needed.

Applicants should be flexible, hardworking, and self-starting; have confidence in handling multiple tasks; as well as have the ability to work independently. They should also have a strong interest in, knowledge of, and experience with Africa – ideally with EA's countries of operations. 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 Africa Program Intern will also support EA staff in San Francisco (our headquarters) and the field as needed. The successful candidate should have a relevant undergraduate or graduate degree (or be pursuing a graduate degree) in international development, 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:** This is a full-time internship (40 hours/week) and interns should be available for a period of roughly three months, beginning in May/June 2017.

**Note:** This is an unpaid internship; however interns working in the Washington, DC office 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](mailto:jobs@equalaccess.org). In the subject line of your email please indicate "Africa Program Internship – Summer 2017."

**Application Deadline: April 28, 2017**