

NED Jobs and Internships

 Broj pregleda : 15



Unless otherwise noted, all positions listed below are with the National Endowment for Democracy. Please read the descriptions and follow the instructions when applying.

The National Endowment for Democracy (NED) is a congressionally funded, private, nonprofit grant making organization that works to support freedom around the world. [Read more about the NED.](#)

Applicants must include a cover letter, resume and [completed application](#). Incomplete applications may not be considered.

Full-time positions

- [Job #1503 – Grants Officer, Latin America & Caribbean \(LAC\)](#)
- [Job #1501 – Program Officer for Europe – Belarus](#)
- [Job #1473 – Grants Assistant, Asia/Core Institutes](#)
- [Job #1471 – Human Resources Coordinator](#)
- [Job #1470 – Office Administrator, NED](#)
- [Job #1463 – Project Officer, World Movement for Democracy](#)
- [Job #1452 – Program Officer for Latin America and the Caribbean\(Cuba\)](#)

Internships

Summer 2015 INTERNSHIP OPPORTUNITIES

- [Job #1504 – Intern, Reagan-Fascell Democracy Fellows Program \(Int'l Forum for Democratic Studies\)](#)
- [Job #1502 – Intern, Africa](#)

- [Job #1469 – Intern\(w/ independent study option\) Int'l Forum for Democratic Studies](#)

Full-time Positions

Grants Officer, Latin America & Caribbean (LAC) (#1503)

The National Endowment for Democracy (NED), a congressionally funded, private, nonprofit grantmaking organization that works to support freedom around the world, is seeking a Grants Officer based in Washington, DC.

Position Summary:

The Grants Officer, LAC works under the supervision of the Principal, Grants Administration-Asia & Latin America. This position provides hands-on (cradle-to-grave) management of an assigned grant portfolio, working closely with colleagues to provide effective and collaborative due diligence and oversight of grant programs.

The mission of the Grants Administration department is to provide effective and efficient grants management, guiding grantees through the grant lifecycle to support their successful implementation of projects, in support of NED's mission. The department strives to promote consistent implementation of policy and procedure, flexibility, responsiveness, innovation, and collaboration in the administration of NED's grantmaking program.

Responsibilities:

- Participate in proposal review and risk assessment processes, providing input into the assessment of the eligibility and grants administration capacity of prospective grantees.
- Analyze proposal budgets for allowability, allocability, and reasonableness.
- Draft new grant agreements and amendments.
- Ensure the smooth management of grants portfolio, including timely payments, quick response to grantee inquiries, and efficient problem-solving.
- Maintain an up-to-date grant portfolio, sending all reminders, follow-ups, and closeouts.
- Approve grantee financial reports, payment requests, and conduct resolution of invoice review findings.
- Facilitate grantees' understanding of grant, reporting, and audit requirements.
- Ensure that grants awarded are in compliance with US Government or other donor regulations and/or other special requirements.
- Perform other duties as assigned.

Qualifications:

- Bachelor's degree in relevant field (international studies, relevant area studies, nonprofit administration, etc.).
- At least two years of experience in a nonprofit organization or foundation with emphasis on grants and/or contract administration.
- Familiarity with Federal grant regulations and international activities/issues relevant to NED's operational

environment.

- Familiarity with or interest in LAC.
- Strong written, reading and spoken Spanish required; ability in French language in addition to Spanish, desired.
- Attention to detail and ability to multi-task, set priorities, and organize time efficiently.
- Strong ability to be a team player and self-starter, comfortable in a supporting role, working independently, and in a multicultural environment.
- Strong oral and written communication skills.
- Proficiency in Microsoft Office, especially Word and Excel; knowledge of MicroEdge Gifts or other relational database helpful.
- Ability to travel internationally on an occasional basis.
- Authorized to work in the US.

To Apply:

Applications must include a cover letter, resume, salary history and requirements, and contact information for three professional references. Please send to jobs@ned.org, with your **name and Grants Officer, Latin America and Caribbean (LAC) – Job #1503** in the subject line. The NED is an Equal Opportunity Employer. For more information please visit our website at www.ned.org. Please no phone calls.

Program Officer for Europe – Belarus, (Job #1501)

The National Endowment for Democracy (NED), a congressionally funded, private, nonprofit grant making organization that works to support democracy around the world, seeks a Program Officer for Eastern Europe. This position is based in Washington, DC.

Position Summary:

The Program Officer will work with the regional program and grants staff to develop and manage the NED's grants program in the region; contribute to developing the Endowment's strategy for Eastern Europe, with a particular emphasis on Belarus; set priorities; and monitor and evaluate discretionary and core institute projects in the region.

Program Officer Responsibilities:

- Evaluating project proposals and progress reports;
- Drafting summaries of proposals to present at quarterly Board of Directors' meetings;
- Maintaining regular communication with potential and existing grantees;
- Monitoring the work of grantees, including regular field visits;
- Tracking political developments and main players, and informing NED's strategy for the region;
- Representing NED's Europe program at relevant internal and external meetings;
- Representing the program portfolio before the Board of Directors, the President, congressional committees, government agencies and other entities as needed;
- Building and maintaining relationships with like-minded organizations, including NED partners, other donors,

and regional organizations;

- Organizing and participating in events to highlight specific democracy-related issues with respect to Eastern Europe.

Requirements:

- Master's degree in International Affairs, Political Science, International Development or related discipline;
- At least 5 years of extensive experience in democracy-related civil society work;
- In-depth understanding of political issues and trends in Eastern and Central Europe and the former Soviet Union;
- General understanding of closed societies, civil society issues, and familiarity with civil society networks and individual activists in the region;
- In-country experience in Eastern Europe or the former Soviet Union preferred. Experience working in or on Belarus a strong asset;
- Excellent written and oral communication skills in English and Russian; fluency in Russian is required, knowledge of other regional languages an asset;
- Proficiency in the use of MS Office;
- High degree of organization and initiative;
- Experience with program and financial management and reporting;
- Excellent interpersonal skills.

To Apply:

Applications must include a cover letter, resume, salary history and requirements, completed NED Employment application and contact information for three professional references. Please send to jobs@ned.org, with **your name and Program Officer for Europe – Belarus – Job #1501** in the subject line. The NED is an Equal Opportunity Employer. For more information, please visit our website at www.ned.org. Please no phone calls.

Grants Assistant, Asia/Core Institutes – (Job 1473)

The National Endowment for Democracy (NED), a congressionally funded, private, nonprofit grant making organization that works to support democracy around the world, seeks a Human Resources Coordinator. We are seeking someone with previous HR experience, a self-starter with a strong customer service orientation, meticulous attention to detail, and has the ability to pick up different processes easily. This position is based in Washington, DC.

Position Summary:

The Grants Assistant, Asia/Core Institutes provides general administrative support to the department, working under the supervision of the Principal, Grants Administration-Asia and the Senior Director, Grants Administration. The Grants Assistant provides an essential role in ensuring smooth operations, timely processing of grant-related items, quality control, and accurate recordkeeping.

The mission of the Grants Administration department is to provide effective and efficient grants management, guiding grantees through the grant lifecycle to support their successful implementation of projects, in support of NED's mission. The department strives to promote consistent implementation of policy and procedure, flexibility, responsiveness, innovation, and collaboration in the administration of NED's grantmaking program.

Responsibilities:

- Timely log incoming items, with accurate data entry and attention to detail
- Prepare and route grant-related documents. Ensure that appropriate staff are kept abreast of progress of items.
- Send documents to grantees
- Update the grants database as required and produce assigned reports in an accurate, complete and timely manner
- Review grantee financial reports for accuracy and format
- Track late submissions of signed grant documents
- Maintain electronic and hard copy files
- Maintain current documentation of administrative procedures in the Grants Assistant manual
- Assist with administrative tasks of Grants department staff

Requirements:

- Bachelor's degree or equivalent work experience
- Attention to detail and ability to multi-task
- Ability to work with minimal supervision
- Strong oral, written communication, and analytical skills
- Strong team player, preferably in a multicultural environment
- Strong working skills with Microsoft Word, Excel, and Outlook; knowledge of MicroEdge Gifts or other relational database helpful
- Interest in the Asia region is desirable but not required

To Apply:

Applications must include a cover letter, resume, salary history and requirements, completed [NED employment application](#), and contact information for three professional references. Please send to jobs@ned.org, with **your name and Grants Assistant, Asia/Core Institutes – Job #1473** in the subject line. The NED is an Equal Opportunity Employer. For more information, please visit our website at www.ned.org. Please no phone calls.

Human Resources Coordinator – (Job 1471)

The National Endowment for Democracy (NED), a congressionally funded, private, nonprofit grant making organization that works to support democracy around the world, seeks a Human Resources Coordinator. We are seeking someone with previous HR experience, a self-starter with a strong customer service orientation,

meticulous attention to detail, and has the ability to pick up different processes easily. This position is based in Washington, DC.

Position Summary:

The Human Resources Coordinator is a key member of the Human Resources team and is responsible for working closely with all functions in the department. This position provides administrative support, HRIS updates, ADP payroll systems support and coordinates various tasks include recruitment, compliance, human resources data and analysis. This position requires flexibility, resourcefulness, initiative, and ability to work in a team-oriented environment. This position works closely with the Senior Benefits and Payroll Administrator and Senior Director to assist in benefits administration and special projects based on business needs regarding human resources.

Responsibilities:**• Recruitment:**

- o Assists HR Manager with recruitment efforts; comprehensive knowledge of staffing to including on-boarding, internship program, separation processes, and serves as an HR orientation backup.
- o Assists with the interviewing process including scheduling interviews, arranging interview panels, verifying employment application information, preparing interview materials, and conducting applicant testing; conducts phone screens, interviews and checks references as required.
- o Researches and compiles new recruitment sources on a continuous basis to insure maximum outreach; prepares and sends out job postings to online outlets.

• Payroll:

- o Serves as a backup payroll administrator in preparing semi-monthly payroll; assists in verifying HR employment documents, verifies completeness, accuracy, and consistency of data and related information. Process personnel transactions assists with generating a variety of reports.

• Administrative:

- o Coordinates the daily operations of the Human Resources department; maintains all departmental files and records; performs a variety of support duties; responds to inquiries from staff.
- o Schedules important meetings, monthly and quarterly as needed.
- o Processes vendor invoices and credit card reconciliations on a regular basis, and liaises with accounts payable.
- o Keeps personnel files up-to-date and secure, with strict confidentiality.
- o Assists with processing and data input for annual open enrollment, benefits and salary changes.

Internal Communications/Technology:

- o Administers relevant aspects of HRIS database, such as inputting data, processing all new hires and payroll changes, ensuring integrity of data, and providing reports and analyses. for personnel and benefits information;
- o Analyzes the effectiveness and efficiency of HR systems and provide recommendations for changes and upgrades, as needed.

- o Assists with process improvements and initiatives within the department.
- o Manage the HR intranet and assist with developing SharePoint integration and updates for HR.
- Other job related duties and special projects, as assigned.

Qualifications:

- Bachelor's Degree and two (2) years of progressively responsible human resources experience, HR Coordinator or HR Assistant in a high volume environment.
- Experience with ADP Pay Expert, HRIS Systems, Time and Attendance module or another automated time keeping system, required;
- Experience with Halogen Performance Management System, SharePoint or Serenic highly desirable;
- Superior customer service, excellent verbal and written communication skills with the ability to engage professionally with all levels within the organization;
- Exceptional attention to detail, self-motivated and ability to multi-task;
- Outstanding computer skills: high level of proficiency in Word, Excel, and PowerPoint;
- Knowledge of practices and methodology related to the operations of a human resources department;
- Possess strong working knowledge of payroll practices and labor & compliance guidelines;
- Ability to maintain a positive attitude with strong interpersonal skills in order to establish and maintain effective work relationships;
- Ability to exhibit a high level of confidentiality within and outside the NED regarding all data and information obtained through the course of daily work; and,
- Ability to display good judgment; successfully sort multiple priorities; maintain a sense of perspective and humor while working under pressure.

To Apply:

Applications must include a cover letter, resume, salary history and requirements, completed NED employment application, and contact information for three professional references. Please send to jobs@ned.org, with **your name and HR Coordinator – Job #1471** in the subject line. The NED is an Equal Opportunity Employer. For more information, please visit our website at www.ned.org. Please no phone calls.

Office Administrator, National Endowment for Democracy (Job #1470)

Posted: October 29, 2014

The National Endowment for Democracy (NED), a congressionally funded, private, nonprofit grant-making organization, seeks an Office Administrator for the Office Services and Human Resources Team. The position is based in Washington, DC. This position reports to the Senior Director for Human Resources and Administration.

Position Summary:

The Office Administrator is a key member of the Operations staff responsible for coordinating and overseeing the daily work flow of the Office, the Front Desk and the teams associated with operational components of the

office. This position manages the front desk traffic, including professionally handling telephone calls, visitors, NED general email box and daily packages. The Office Administrator will also partner with local external vendors including the property manager to up-keep the office and secure the premises at all times. The incumbent also performs independently in managing a number of routine or special assignments.

Responsibilities:

- Provides assistance to COO in preparing for meetings and special projects. Oversees the production of quarterly and monthly meetings according to the directions given by COO.
- Facilitates and coordinates the Office Evacuation Response Plan (OERP) and schedules meetings with office monitors. Acts as the liaison on behalf of COO and Senior Director of HR with staff and others.
- Schedules meetings of NED Management Team. Prepares and distributes agendas for these meetings, as well as circulating summary notes and "to-dos" from these meetings. Coordinates with other NED staff the timely completion of action items identified at meetings or otherwise identified by the COO.
- Works with building management and outside security vendors to identify priorities for management-related activities and coordinates those activities with other NED staff.
- Oversees correspondence, NED general email inbox, and courier deliveries with routing and response-tracking procedures to ensure timely handling of all correspondence by appropriate staff throughout NED.
- Handles highly confidential/sensitive messages and correspondence as appropriate.
- Serves as the main point of contact for general office related duties and tasks.
- Partners with Office Services team to ensure that repairs are documented and reported to building services manager.
- Supports the Executive Assistant to the president during vacations and absences.
- Presents a professional image to all Endowment callers and visitors by greeting, screening them, and determining with whom they are to speak. Maintain professionalism, tactfulness and sensitivities to differences in language spoken as well as international prominence.
- Ensures that the main telephone number and front desk are staffed at all times by scheduling employees as necessary to cover for regular breaks and other absences.
- Assist with special projects and duties, when assigned.

Qualifications

• Knowledge/Experience (formal degree requirements and years of relevant job experience required):
College degree required; relevant experience may be considered as an acceptable substitute qualification.
Minimum 7 years administrative experience including five years' experience directly supporting a senior executive. Experience supervising other support staff is desired.

Other Qualifications:

Strong organizational and communications skills, both written and oral, required. Must have excellent language skills, including vocabulary, grammar and spelling.

Demonstrated attention to detail and commitment to highest quality work product is required.

Demonstrated ability to juggle multiple priorities and be proactive to ensure completion.

Must be highly motivated and a self-starter.

Competencies:

- Courteous, personable and professional demeanor required as is the ability to perform tasks competently and with grace, notwithstanding frequent interruptions and competing demands.
- Must possess good judgment and have the ability to handle confidential information.
- Outstanding, interpersonal skills are a must, including demonstrated capability to function as a team player across organizational lines and to successfully complete projects with little day-to-day supervision.
- Strong computer and electronic communication skills required. Proficiency with MicroSoft Office Suite to include Word, Excel, and PowerPoint is also required

To Apply:

Applications must include a cover letter, resume, salary history and requirements, completed NED Employment application and contact information for three professional references. Please send to jobs@ned.org, with **your name and Office Administrator – Job #1470** in the subject line. The NED is an Equal Opportunity Employer. For more information, please visit our website at www.ned.org. Please no phone calls.

Project Officer, World Movement for Democracy – (Job #1463)

Posted: October 29, 2014

The National Endowment for Democracy (NED), a congressionally funded, private, nonprofit grant-making organization, seeks a Project Officer for the World Movement for Democracy, a global network of activists, practitioners, scholars, donors, and others engaged in advancing democracy, for which NED serves as the Secretariat. The position is based in Washington, D.C. and is one of seven positions on the Secretariat staff.

Position Summary:

The Project Officer, World Movement for Democracy, is responsible for leading the development and implementation of the Secretariat's digital communications, as well as developing and implementing the online invitation and registration processes for the World Movement's biennial global assemblies, which brings together some 400-600 participants from all global regions. All the assemblies are organized by the Secretariat at NED and are held abroad.

Responsibilities:**Digital Communications and Online Multimedia**

- Identify and use online platforms to facilitate discussions, deliver information resources, and enable participants to share experiences and strategies for advancing democracy.
- Working closely with a project assistant, ensure accurate and timely updates to the World Movement website, produce brief videos for posting, and make best use of the World Movement's social media channels.

- Ensure timely and consistent dissemination of information, outcomes, and resources related to ongoing projects, such as the World Movement's Civic Space Initiative, which supports efforts to protect and expand civic space by fostering an enabling legal environment for civil society organizations.

Biennial Assemblies

- Take lead responsibility for developing and implementing the internal and online invitation and registration processes for the World Movement's biennial assemblies, each of which is organized in a different global region: oversee maintenance of participant database; develop and update the website for each assembly, including various registration components; assist on consultations with other NED departments and external stakeholders regarding invitation process; and oversee participant registration process at each assembly along with other onsite tasks.
- Work closely with event manager on the interface between registration processes and local logistical arrangements, such as hotel bookings, meeting room capacities, interpretation services, etc.
- Work with project assistant responsible for flight arrangements and the visa acquisition process for assembly participants.
- Assist on development of assembly agendas, including plenary sessions, panel discussions, and workshops.

Qualifications:

- BA degree in international affairs or related area of study required (MA strongly preferred).
- Minimum of five years of experience required in digital communications, social media networks, website development, and other aspects of using communication technologies in democracy and/or human rights work.
- Demonstrated experience in developing and maintaining databases required.
- Experience developing and implementing invitation and online registration processes for large international events highly desirable.
- Substantial knowledge of global political developments, particularly regarding democratization, required; advocacy experience and in-depth knowledge of one or more civil society sectors engaged in advancing democracy highly desirable (independent media, education, human rights, youth engagement, women's political participation, elections, political party building, etc.)

Competencies:

- Excellent oral and written communication skills.
- High degree of organization and initiative, with attention to detail and the ability to multi-task.
- Proficiency using HTML scripting, spreadsheet and database programs, social networking sites, email listserv software, Microsoft Office, Access database, and other information and communications technologies.
- Knowledge of online discussion and information delivery platforms.

- Proficiency in a foreign language highly desirable (Arabic, French, Russian, and/or Spanish strongly preferred).
- Experience in digital media marketing and social entrepreneurship welcome.

To Apply:

Applications must include a cover letter, resume, salary history and requirements, and contact information for three references and completed NED employment application. Please send to jobs@ned.org, with **your name and Project Officer, WMD – Job 1463** in the subject line. The NED is an Equal Opportunity Employer. No phone calls please.

Program Officer, Latin America and the Caribbean(Cuba) (Job #1452)

National Endowment for Democracy (NED)

The National Endowment for Democracy (NED), a congressionally funded, private, nonprofit grant making organization that works to support democracy around the world, seeks a Program Officer for Cuba. This position is based in Washington, DC.:

Position Summary:

The Program Officer reports to the Senior Director for LAC program and work with LAC and Grants staff to provide programmatic and administrative support to NED's Cuba grants program; contribute to developing the Endowment's strategy for Cuba; sets programmatic priorities, monitors and evaluates projects, and tracks program budgets.

Duties:

- Evaluating project proposals and progress reports in the Cuba portfolio;
- Drafting summaries of proposals to present at quarterly Board of Directors' meetings;
- Maintaining regular communication with potential and existing grantees;
- Monitoring the work of grantees, including regular field visits;
- Tracking political developments and main players in Cuba and the rest of Latin America and the Caribbean as they relate to Cuba, and informing NED's strategy for the region;
- Representing NED Cuba program at relevant internal and external meetings;
- Providing support for senior staff as they represent the Cuba portfolio before the Board of Directors, the President, congressional committees, government agencies and other entities as needed;
- Building and maintaining relationships with like-minded organizations, including other donors, NED partners and regional organizations;
- Organizing and participating in events to highlight specific democracy-related issues with respect to Cubas.

Qualifications:

- Master's degree in International Affairs, Political Science, International Development or related discipline;
- At least 5 years of extensive experience in democracy-related work;
- In-depth understanding of political issues and trends in Latin America and the Caribbean; experience working on Cuba a plus;
- General understanding of closed societies, civil society issues, and familiarity with civil society networks and individual activists in Cuba and the region;
- Excellent written and oral communication skills in English and Spanish; fluency in Spanish is required;
- Excellent written and oral communication skills in English;
- Time living, working or traveling in Latin America;
- MS Office skills;
- High degree of organization and initiative;
- Experience with financial management and reporting;
- Excellent interpersonal skills.

To Apply:

Applications must include a cover letter, resume, salary history and requirements, completed NED Employment Application and contact information for three professional references. Please send to jobs@ned.org, with your name and **PO, LAC – Job #1452** in the subject line. The NED is an Equal Opportunity Employer. For more information, please visit our website at www.ned.org. Please no phone calls.

Summer 2015 INTERNSHIP OPPORTUNITIES

Intern, Reagan-Fascell Democracy Fellows Program (Int'l Forum for Democratic Studies) – Summer 2015 (Job # 1504)

The National Endowment for Democracy is an independent, bipartisan, grant making organization funded by an annual Congressional appropriation. Its aims are to promote democratic reform and foster civil society worldwide. The Endowment is also the home of the International Forum for Democratic Studies, the Journal of Democracy, and serves as the secretariat for the World Movement for Democracy. The Reagan-Fascell Democracy Fellows Program is an international exchange program that offers practitioners, scholars, and journalists from around the world the opportunity to conduct independent research on democracy in a particular country or region. More information can be found at www.ned.org. The National Endowment for Democracy is an equal opportunity employer.

Position Summary:

The Reagan-Fascell Democracy Fellows Program at the National Endowment for Democracy (NED) is seeking a motivated individual to serve as an intern for summer 2015. This unpaid internship provides professional development opportunities in the area of international exchange, with a focus on the program's website and social media presence, support for program publications, and database management. The intern will interact with Reagan-Fascell Democracy Fellows in residence at the International Forum for Democratic Studies, the

research and publications arm of the NED, and participate in the collegial environment of the Forum, including fellows' presentations and other NED events.

Duties:

- Contributes to program's promotional efforts, including website and social media development
- Contributes to the editing, design, and layout of program publications, both print and electronic
- Assists with database management and implementation of administrative policies
- Assists with alumni relations and preparation for the program's 15th anniversary year
- Other duties, as appropriate

Qualifications:

We seek a college student with:

- interest in human rights and international exchange
- strong writing, editing, and communications skills
- organizational skills and attention to detail
- ability to earn academic credit for the internship
- experience with database management, website development, and/or social media a plus
- experience in desktop publishing, electronic publications, and graphic design (InDesign, Photoshop) a plus
- foreign languages and experience with other cultures a plus

Requirements:

- Candidate must be a registered student enrolled in an undergraduate or graduate-level program; and be able to receive college credit for each semester they internship with us and therefore must be enrolled in an undergraduate or graduate-level program in a related field.
- Qualified candidates should have excellent writing skills, strong analytical skills, maintain a strong work ethic and have sharp attention to detail. Students must also have strong computer skills.

Time Commitment: 24-40 hrs/week (not to exceed 40 hours per week) commitment for the duration of the internship.

Travel Reimbursement: \$10/day for commuter expenses

NED Application Deadline: n/a

Anticipated Start Date: o/a June 1, 2015

Orientation Dates: June 1-5, 2015

Anticipate End Date: Mid-August 2015

Authorization: Candidates must be authorized to work in the U.S.

Travel Reimbursement:

This position is unpaid; however, a reimbursement of \$10 per day is available to offset commuter expenses.

How to Apply:

Please send a copy of your completed application for academic credit for internship, cover letter, resume, writing sample from a college term paper or something equivalent, and contact information for three references. Please send to jobs@ned.org, with **your name and Intern, Reagan Fascell Fellows (Summer 2015) – Job #1504** in the subject line. The NED is an Equal Opportunity Employer. Please no phone calls. For more information, please visit our website at www.ned.org.

Intern, Africa / Summer 2015 (Job #1502)

The National Endowment for Democracy (NED) is a congressionally funded, private, nonprofit grant-making organization that works to support freedom around the world. The Africa Department is seeking an Intern to help research on African political systems and to support the Central and West Africa program.

Position Summary:

The Africa department seeks an individual with strong research, writing, communication, and organizational skills who has a demonstrated interest in sub-Saharan Africa and in democracy work in the region. Energetic, creative and flexible team players who take initiatives, prioritize several competing tasks, and work independently are encouraged to apply. Fluency in French would be a competitive advantage. The position is based in Washington, D.C.

Responsibilities:

- Conduct research to track political developments throughout Africa;
- Assist in drafting invitation letters, organizing event logistics, notetaking, meeting agendas and newsletters;
- Take notes during meetings and draft minutes;
- Attend lectures and roundtable discussions on African policy issues; and,
- Work with other members of the Africa team as requested.

Requirements:

- Candidates must be able to receive academic credit for the internship and therefore must be enrolled in an undergraduate or graduate-level program in a related field.
- Qualified candidates should have excellent writing skills, strong analytical skills, maintain a strong work ethic and have sharp attention to detail. Students must also have strong computer skills.

Time Commitment: 24-40 hrs/week (not to exceed 40 hours per week) commitment for the duration of the internship.

Travel Reimbursement: \$10/day for commuter expenses

NED Application Deadline: n/a

Anticipated Start Date: o/a June 1, 2015

Orientation Dates: June 1-5, 2015

Anticipate End Date: Mid-August 2015

Authorization: Candidates must be authorized to work in the U.S.

How to Apply: Please send a copy of your completed application for academic credit for internship, cover letter, resume, and contact information for three references. Please send to jobs@ned.org, with your **name and Summer 2015 Intern for Africa – Job #1502** in the subject line. The NED is an Equal Opportunity Employer. Please no phone calls. For more information, please visit our website at www.ned.org.

Intern (w/ Independent Study Option), International Forum for Democratic Studies – Summer 2015 (# 1469)

Posted: Nov. 5, 2014

Position Summary:

The International Forum for Democratic Studies at the National Endowment for Democracy (NED) is seeking a motivated individual to serve as an Intern for the summer 2015. This unpaid internship provides an undergraduate/graduate student with the opportunity to assist with the research of Forum Senior Fellow Donald Horowitz.

The National Endowment for Democracy is an independent, bipartisan, grant making organization funded by an annual Congressional appropriation. Its aims are to promote democratic reform and foster civil society worldwide. The Endowment is also the home of the International Forum for Democratic Studies, the Journal of Democracy, and serves as the secretariat for the World Movement for Democracy. The Reagan-Fascell Democracy Fellows Program is an international exchange program that offers practitioners, scholars, and journalists from around the world the opportunity to conduct independent research on democracy in a particular country or region. The NED is an Equal Opportunity Employer. For more information, please visit our website at www.ned.org.

Responsibilities:

- Conducting research on constitutional design and ethnic politics throughout the world
- Assisting with clerical tasks, including typing and organizing materials
- Other duties, as assigned.

Qualifications:

We are seeking an enrolled undergraduate or graduate school student with:

- Experience in (or study of) divided societies in Africa or Asia
- Strong research, writing, editing, and communications skills
- Excellent research skills

Requirements:

- Candidate must be a registered student enrolled in an undergraduate or graduate-level program; and be able to receive college credit for each semester of the internship and therefore must be enrolled in an undergraduate or graduate-level program in a related field OR be eligible for a potential independent study option, if approved by your university.
- Qualified candidates should have excellent writing skills, strong analytical skills, maintain a strong work ethic and have sharp attention to detail. Students must also have strong computer skills.
- Able to commit to 24-40 hours per week for the duration of the internship.

Time Commitment: 24-40 hrs/week (not to exceed 40 hours per week)

commitment for the duration of the internship.

Travel Reimbursement: \$10/day for commuter expenses

NED Application Deadline: n/a

Anticipated Start Date: o/a June 1, 2015

Orientation Dates: June 1-5, 2015




Anticipate End Date: Mid-August 2015

Authorization: Candidates must be authorized to work in the U.S.

How to Apply:

Please send a copy of your completed application for academic credit for internship, cover letter, resume, writing sample from a college term paper or something equivalent, and contact information for three references. Please send to jobs@ned.org, with **your name and International Forum Summer Intern – Job #1469** in the subject line. The NED is an Equal Opportunity Employer. Please no phone calls. For more information, please visit our website at www.ned.org.

Sviđa mi se [Registrij se](#) da vidite šta se sviđa vašim prijateljima.

 22/01/2015  8:04 pm  4 Comments

 VIJESTI

Uspješne priče

Sve uspješne priče

YEP inkubator poslovnih ideja: Fiskalizacija i nove usluge iz DIR Computers d.o.o. Živinice

10/08/2020

YEP inkubator poslovnih ideja: Foodish domaći proizvodi dostupni online, a uskoro i na policama marketa

27/07/2020

YEP inkubator poslovnih ideja: Maxi Media marketinška agencija koja doprinosi uštedama stanovništva

20/07/2020

YEP inkubator poslovnih ideja: Novi proizvodi iz Naturgeist radionice

13/07/2020

Uspješna priča: Carske ovce našle novi dom u Podastinju kod Kiseljaka

13/07/2020

YEP inkubator poslovnih ideja: Wool Carpet – visoki kvalitet sa potpisom Made in BiH

06/07/2020

Vijesti

[Sve vijesti](#)

Broj zaposlenih u FBiH veći za 10.000 u odnosu na maj

14/08/2020

IMPAKT mentori: Privrednici iz FBiH sa poslovnicama u RS dobile finansijsku podršku

14/08/2020

PONOVLJEN JAVNI POZIV ZA UČEŠĆE U YEP INKUBATORU POSLOVNIH IDEJA BOSANSKA KRUPA

13/08/2020

Potpisan Memorandum o razumijevanju i saradnji sa Službom za zapošljavanje Unsko – sanskog kantona

10/08/2020

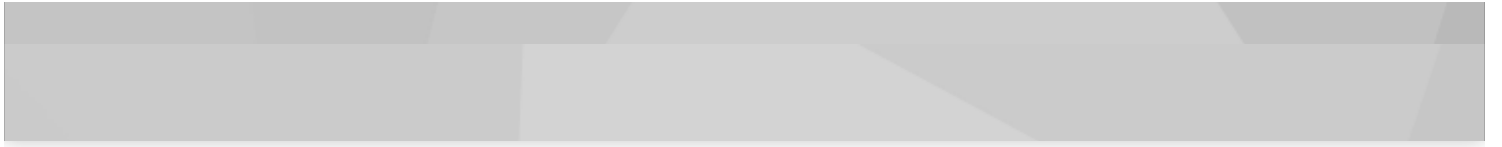
IMPAKT mentori: Radnici bez zdravstvenog osiguranja u FBiH

10/08/2020

Info dan u Cazinu u sklopu YEP Inkubatora poslovnih ideja

10/08/2020





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