Date: December 2017

TITLE OF POSITION: Proposal Development Intern
DEPARTMENT/UNIT: Programs
SUPERVISOR: Program Officer for DR Congo, South Sudan, and Sudan

WORK LOCATION: Remote, open but preferably State College PA or the DC metro area
TIMEFRAME: WRC is looking for someone to start as soon as possible for at least a three-four month commitment.

JOB SUMMARY
World Relief DR Congo (WRC) has been working in eastern DR Congo since 2001, and current programs include Health, Nutrition, Education in Emergencies, Food Security and Livelihoods, and Savings for Life, most of which aim to provide relief and recovery to conflict-affected populations. The purpose of the Proposal Development Intern position is to assist the World Relief Congo office to identify and development grant proposal opportunities to sustain and grow public and private funding for the programs. WRC is looking for an undergraduate junior or senior or master’s level student with experience in or willingness to learn more about fundraising and proposal writing.

This is an unpaid volunteer position. The intern should be able to commit at least 15 hours per week to the internship, though days and hours are flexible and will be agreed with the internship supervisor upon starting the internship.

MAJOR DUTIES AND RESPONSIBILITIES:
- Conduct research on available grant opportunities and help identify new opportunities for the office to pursue.
- Assist the Program Officer in leading proposal development processes including research, secondary data sources analysis, writing and compiling budgets and logical frameworks.
- Support program team on renewal of existing program proposals.
- Contribute to the design of new program activities in consultation with the Country Director, the relevant Program Manager, and Program Officer in a manner that is consistent with WRC’s strategic directions.
- Develop high-quality marketing or outreach materials for the WRC office that can be shared as informative resources with donors, visitors, churches, and other interested partners.
- Any other duties assigned by the supervisor.

MINIMUM QUALIFICATIONS:
- Bachelor’s or Master’s program in international development, political science, history or related field.
- Demonstrated strong writing abilities; writing sample will be requested.
- Experience of studying or working in Africa is a plus.
- Excellent written and oral communication skills. English is required; French is a plus.
- Ability to work independently and take ownership over projects.
- Strong time management, prioritization, and multi-tasking abilities.
- Capacity to work under pressure and under strict timelines.
- Willingness to affirm World Relief’s Christian mission, vision, and values.

Other conditions:
Confidentiality clause: The employee will be bound by a confidentiality agreement, in which he/she agrees not to divulge or disclose any internal information about the organisation that may affect the work, name & reputation of the organization.
Code of conduct: As an incremental condition of the contract the employee will sign and abide by the World Relief Code of Conduct. This includes the protection and non-exploitation of beneficiaries and vulnerable groups.