INTERNSHIP WITH THE INTERNATIONAL REPUBLICAN INSTITUTE

About the Institute:

A nonprofit, nonpartisan organization, the International Republican Institute (IRI) advances freedom and democracy worldwide by developing political parties, civic institutions, open elections, good governance and the rule of law. IRI is active in more than 65 counties with offices in 44 countries.

Current openings for Spring:

Strategic Planning Department

Responsibilities of Intern:

- Assist staff with program activities, events and training missions.
- Provide general administrative support (mail, faxes, travels arrangements and organizing events).
- Provide Back-up for the receptionist.
- Research on a variety topics for briefing papers, program proposals and reports.
- Perform other duties as assigned.
- Flexibility to changing situations and priorities.

Qualifications and Desired Skills of Intern:

- Excellent verbal and written skills in English.
- Experience in MS Office, Word and Excel, Power Point desirable.
- Strong organizational skills and attention to detail.
- Ability to organize time, manage diverse activities and meet deadlines.
- Applications are invited from undergraduate or graduate students who have knowledge or significant interest in organizational development, strategic planning, international relations, or political experience, i.e., campaigns, are strongly encouraged to apply.
- Relevant studies and knowledge of relevant languages preferred.
- Demonstrated knowledge of politics, economics, history and culture of the department’s area is preferred.

*This is a paid, part-time internship position. IRI regular office hours are 9 a.m. to 6 p.m.

For more information, visit the website at https://home.eease.com/recruit2/?id=22113&t=1 or www.iri.org.

PLEASE SEND YOUR CV TO
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