

From: [Sara Lombardo](#)
To: "[Sara Lombardo](#)"; "[Joaquin Feliciano](#)"; "[Sandra Rodriguez](#)";
Subject: Washington Fall Program Internship #17 - National Democratic Institute for International Affairs
Date: Tuesday, July 08, 2008 1:43:48 PM
Attachments:

Fall Students
A paid internship opportunity – see below for details. While it says 40 hours/week, its very possible you could negotiate 32 hours. Most orgs will accommodate an academic schedule. If interested I suggest you contact llangman@ndi.org as noted below. - sl

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Subject: [Wininternationalnetwork] JOB: NDI Women's Political Participation Internship (F/T)

Please forward this Fall 2008 fulltime paid internship position to anyone who may be interested. Please direct any inquiries to llangman@ndi.org. To apply, please go to www.ndi.org Thanks!

**National Democratic Institute for International Affairs (NDI)
Women's Political Participation**

Summary

NDI encourages enthusiastic individuals with strong interest in women's political participation to submit a resume and cover letter for an internship with NDI's Women's Political Participation team. The internship is based in NDI's Washington DC office and requires a 40 hour commitment per week.

Primary Responsibilities

- Assisting in the general daily functioning of the women's political participation programs, including consolidating, supplementing, reorganizing and indexing NDI's materials on Women's Political Participation as well as organizing and collecting resources on women's issues in the field of democratic development.
- Conducting a country-by-country inventory of NDI programs emphasizing women's participation and cataloging relevant training materials.
- Developing case studies of NDI programs.
- Assisting with administrative duties such as filing, faxing, copying, and mailings.

Qualifications

- Generally pursuing or recently completed an undergraduate or graduate degree in gender studies, international relations, political science, or public policy studies.
- Demonstrated course work and/or work experience in women's issues, gender equity, or related areas, particularly as they apply to international issues and/or politics.
- Exceptional verbal and written communication skills.
- Excellent organizational and administrative abilities.
- Ability to work independently and cooperatively in a fast-paced environment.
- Varied computer skills and languages a plus.

Comments

All applicants for internships must possess work authorization which does not require employer sponsorship.

This is a paid internship. Interns are encouraged to attend workshops, lectures and other staff development events at NDI. We are currently accepting applications for Fall 2008.

NDI is an Equal Opportunity Employer and does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, marital status or any other characteristic protected by law. To apply, please go to www.ndi.org