**Description:**

CARE’s Gender and Empowerment Unit is currently seeking an intern to support activities of its Girls Education Team. The intern will be a full member of the GE unit team and will attend meetings and work in close collaboration with the Project Coordinators and Technical Advisors. During this highly participatory internship, he/she may be asked to perform the following duties:

- Provide critical editorial feedback on strategic documents and communications;
- Develop documentation and review of lessons learned and best practices in girls’ education;
- Document new areas of thematic approaches dealing with different aspects of education;
- Support various grant activities, including workshop support, knowledge production, and strategy research;
- Actively participate in the full range of information synthesis, strategic planning and design stages of program proposals as they arise;
- Develop, streamline and/or edit websites and shared document drives;
- Analyze data collected in CARE Country Offices;
- Perform administrative duties as required.

**Qualifications:**

- Graduate student with knowledge/understanding of international development issues, political science, education, non-profit/non-governmental administration, or a related field
- Must have Federal Work-Study award
- Proficient in research from a myriad of sources and databases
- Excellent writing skills
- Good organizational skills
- Good troubleshooting skills
- Ability to work well with others or independently
- Proficiency in using various computer applications, including Microsoft Office applications and Internet Explorer
- Eligibility for RSPH Practical Experience Program would be a plus