Organization Name: CARE USA

Address: 151 Ellis Street, Atlanta, GA 30303

Phone: 404-979-9401
Web site: www.care.org

Internship Supervisor: Brittany Davis

Supervisor’s contact information including e-mail: bdavis@care.org

Organization’s Mission Statement:

CARE’s mission is to serve individuals and families in the poorest communities in the world. Drawing strength from our global diversity, resources and experience, we promote innovative solutions and are advocates for global responsibility. We facilitate lasting change by:

- Strengthening capacity for self-help
- Providing economic opportunity
- Delivering relief in emergencies
- Influencing policy decisions at all levels
- Addressing discrimination in all its forms

Guided by the aspirations of local communities, we pursue our mission with both excellence and compassion because the people whom we serve deserve nothing less.

Summary of organization’s primary programs and services:

CARE is a leading humanitarian organization fighting global poverty. We place special focus on working alongside poor women because, equipped with the proper resources, women have the power to help whole families and entire communities escape poverty. Women are at the heart of CARE's community-based efforts to improve basic education, prevent the spread of disease, increase access to clean water and sanitation, expand economic opportunity and protect natural resources. CARE also delivers emergency aid to survivors of war and natural disasters, and helps people rebuild their lives.
CARE’s education effort pursues a world in which the most marginalized children and youth, especially girls, have expanded life choices through access to quality learning. We collaborate with strategic stakeholders to scale up sustainable strategies to build environments in which lifelong learning is cultivated so that all young people successfully acquire and use knowledge and are active participants in their society.

**Intern’s title:** Education Intern

**Number of interns requested by this organization?** 1-2

**Internship project/job description:**

CARE’s Education Team is currently seeking an intern to support team activities. The intern will be a full member of the Education team and will attend meetings and work in close collaboration with the Program Officer, Knowledge Management Advisors, 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
- 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
Are there other requirements for this position (security check, drug screen, immunizations, etc.)? If yes, please note them here:  
N/A

Will the internship require that the student have a car?  
The student will be required to work from the office in Atlanta; the office is accessible by car or by MARTA.

Is placement site accessible by public transit or other transportation options?  
Yes- the MARTA Peachtree Center Station is 3-4 blocks away.