Servant Leadership Summer Internship Placement Site
Job Description Information Sheet
Summer 2017

Organization Name: CARE USA

Address: 151 Ellis St. NE, Atlanta, GA 30303

Mailing Address (if different):

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

Internship Supervisor: Brittany Davis, Senior Program Officer

Supervisor’s contact information including e-mail.

bdavis@care.org
404-979-9401

Organization’s Mission Statement:

CARE is a leading humanitarian organization fighting global poverty. CARE works around the globe to save lives, defeat poverty, and achieve social justice. We seek a world of hope, tolerance and social justice where poverty has been overcome and all people live with dignity and security.

Summary of organization’s primary programs and services:

Women are at the heart of CARE's community-based efforts to improve 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 Team Intern*
Number of interns requested: 1

Internship project/job description:

*CARE’s Education Team is seeking an intern to support team activities during the summer of 2017. The intern will be a full member of the Education team and will have opportunities to engage across the team’s technical, operational, and research/learning efforts by working in collaboration with the Senior Program Officer, Knowledge Management Advisors, and Technical Advisors. During this internship, he/she may be asked to perform the following duties:

- Provide editing support on documents and communications;
- Develop technical briefs, blogs, or other forms of documentation to capture lessons learned and best practices in education programming in developing contexts;
- Conduct research and desk reviews to document thematic approaches dealing with education, including but not limited to non-formal education, economic empowerment, health, gender integration, ICT innovations, 21st century skills, and advocacy as factors contributing to education and adolescent empowerment;
- Support various grant activities, including project planning, financial monitoring, procurement and contract monitoring, and knowledge production;
- Support the management of the Education Team’s SharePoint site and community of practice social media platforms;
- Perform administrative duties (including notetaking, logistic or workshop arrangements, graphic design work etc.).

Deliverables will be contingent on the specific projects the intern is asked to support.*

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 problem solving skills
- A flexible, self-starter with an ability to work well with others or independently
- Proficiency in using various computer applications, including Microsoft Office applications and Internet Explorer
- Knowledge and experience using SPSS a plus

Are there other requirements for this position (security check, drug screen, immunizations, etc.)? If yes, please note them here:

No.

Will the internship require that the student have a car?
No.

Is placement site accessible by public transit or other transportation options?

Yes. The CARE office is accessible both by MARTA (Peachtree Center Station) and by bus.