



International Communication

IC/IM Jobs Digest, Vol. 1, No. 29

Table of Contents

Internships and Fellowships	3
Communications Internships, Center for International Private Enterprise	3
Amnesty International Media Relations Intern, Amnesty International USA - Media Relations Unit.....	4
Robert Bosch Foundation Fellowship Program, Cultural Vistas	4
International Affairs Internship, The American Federation of Teachers	6
GROW Campaign Intern, Oxfam America	7
Knowledge Management Intern, Center for International Private Enterprise	8
Contributing Editor, Southern Pulse	9
Intern, Institute for Multi-Track Diplomacy	9
Intern, Institute for Cultural Diplomacy	10
Communications Intern, Institute for Social Policy and Understanding	11
Research Internship, Institute for Social Policy and Understanding	12
Entry Level Positions	13
Development Coordinator, ACLU.....	13
Program Assistant for Latin America and the Caribbean, National Endowment for Democracy.....	15
Program Associate-Africa, IFES	16
Program Assistant, Grantmaking Resource Center, National Endowment for Democracy.....	17
Media Research Analyst – Africa, Georgetown University	18
Project Assistant -World Movement for Democracy, National Endowment for Democracy	19
Executive Assistant to the President, Center for the National Interest.....	20
Communications Specialist, University of Maryland	20
Post-Doctoral Fellowship Program, The Mario Einaudi Center for International Studies at Cornell University	21
Program Associate, Institute of International Information	22
Program Associate, Freedom House.....	22
Project Assistant, World Movement for Democracy, National Endowment for Democracy	24

Executive Assistant, Atlantic Council	25
Mid-Career Positions.....	26
Reporting Assistant, ACDI/VOCA	26
Center for International Private Enterprise, Information Management Officer	27
Transition Advisor, USAID	29
Knowledge & Learning Specialist, The QED Group	29
Iran Program Officer, Institute for War and Peace Reporting	30
Senior Contracts & Grants Manager, IFES	32
International Institution Relations Coordinator, AFA Press.....	34
China Programs Associate, Campaign for Tobacco-Free Kids.....	35

Internships and Fellowships

Communications Internships, Center for International Private Enterprise

Location: Washington, DC

Description:

The Center for International Private Enterprise (CIPE) strengthens democracy around the globe through private enterprise and market-oriented reform. CIPE is one of the four core institutes of the National Endowment for Democracy. Since 1983, CIPE has worked with business leaders, policymakers, and journalists to build the civic institutions vital to a democratic society. CIPE's key program areas include anti-corruption, advocacy, business associations, corporate governance, democratic governance, access to information, the informal sector and property rights, and women and youth.

This internship is an opportunity to gain experience in communications, list management, media, and outreach by supporting CIPE's communications team. CIPE's communications team provides direction and support for CIPE-wide communications as well as program-specific outreach. As CIPE identifies new audiences and maintains contact with its existing network, crafting the right message to reach the right group remains a key objective.

Responsibilities:

- Monitor media coverage of CIPE and CIPE's partners and programs.
- Create and maintain a tracking system, log and database for CIPE current media coverage.
- Expand CIPE's contact list(s) for traditional and new media outlets through research and information gathering.
- Track and analyze CIPE's media outreach.
- Work to further develop and connect CIPE target audiences with appropriate contact lists; update lists for specific audiences (including media) to streamline outreach process.
- Other communications and outreach tasks as assigned by the communications team, including writing, editing, and other communications support.
- **Qualifications:**
- Candidates should be enthusiastic about international development and democracy and about communications and outreach activities. An undergraduate student or young professional in communications or international studies preferred, but others are also encouraged to apply. Impeccable organizational skills are required, as well as an ability to work with a team. Familiarity with Leadership Directories, international press and media, and media outreach preferred. Foreign language skills are desirable.
- The position entails a minimum 20 hours per week during the spring and/or summer at CIPE's headquarters in Washington, DC; exact days and hours are negotiable. This is an unpaid internship, though a small stipend will be provided to cover transportation.

How to Apply:

http://www.washingtonpost.com/jobs/JS_JobSearchDetail?jobid=32637577&jobSummaryIndex=1&agentID

Amnesty International Media Relations Intern, Amnesty International USA - Media Relations Unit

Location: Washington, DC

Description:

Amnesty International USA (AIUSA) is seeking a media relations intern in their Washington, DC office. The Media Relations Unit raises public awareness of human rights issues by positioning Amnesty International in the news media, developing media strategies for campaigns, cultivating relationships with reporters and editors and responding to breaking news. Media relations interns support the media relations unit by tracking coverage of AIUSA placements, developing lists of relevant journalists, researching media outlets, supporting press conferences, writing internal documents, and drafting external materials to be released to the press and participating in various projects that present AIUSA's concerns through the media. The internship is fast-paced and interns will learn a great deal about human rights issues and the media industry very quickly.

Qualifications:

The most competitive candidates for a Media Relations internship will possess excellent writing and oral communication skills, attention to detail, and a strong familiarity with the U.S. news media. Experience or education in journalism, media studies or public relations is a plus. Computer literacy, including knowledge of Microsoft Word and Internet applications, is required.

Interns will begin ASAP. Position is full-time or part-time.

How to Apply:

<http://www.amnestyusa.org/get-involved/volunteer-positions-and-resources/internships-at-amnesty-international-usa/new-york-internship-program>

Robert Bosch Foundation Fellowship Program, Cultural Vistas Multiple Cities, Germany

Description:

The Robert Bosch Foundation and Cultural Vistas invite US professionals to apply for the 2013-2014 Robert Bosch Foundation Fellowship Program. Twenty Bosch Fellows will complete a 9-12 month professional development program consisting of two high-level work phases in major German institutions and three seminars throughout Europe.

Program Highlights:

- High-level work experience in German institutions including the federal government, private corporations, print and broadcast media, law firms and NGOs.
- Travel, seminars and networking events throughout Europe -- fellows meet with key decision-makers in the public and private sectors, gaining an in-depth understanding of current issues facing the European Union and Germany
- EUR 2,000 monthly stipend and compensation package including health, accident and liability insurance and coverage of transatlantic and program-related travel costs; additional funding is available for families

- Intensive German language training provided as needed in US and Germany up to seven months prior to program start in September 2013. No German language skills required at time of application.
- Incredible networking opportunities with over 480 Robert Bosch Fellowship Alumni.

Qualifications:

Candidates should be US citizens between the ages of 23 and 34 with 2+ years of relevant work experience in their proposed field of work they wish to pursue in Germany. Candidates should have a graduate degree completed or in progress in the following fields: business, journalism, law, public policy and related fields. Applicants without graduate degrees are can apply provided they have several years (at least 5) of relevant work experience in their respective field.

Application Instructions:

The application deadline is October 15, 2012. For further information and to access the online application, please visit our website: www.culturalvistas.org/bosch.

Required Documents:

- Completed online application
- Resume
- Official transcript of graduate studies (or of undergraduate if applicant has no graduate level transcript)
- A personal statement (maximum of 850 words, approx. 1.5 pages single-spaced) should describe short and long-term career plans, interest in transatlantic relations, and personal objectives for the proposed stay in Germany. It is essential to propose at least one institution for each work phase: one in the public sector and one in the private sector, explaining how these work phases/specific institutions would complement the applicant's professional development. Journalists do not necessarily need to propose a public sector work phase, but can propose two different media outlets, for example. Applicants should also include proposals of seminar topics related to current affairs in Germany and the European Union. (More than seven weeks during the fellowship year are spent traveling for the seminar program. Fellows' input is important in determining which topics should be focused on during this time.)
- 2 letters of recommendation. Recommenders can be recent supervisors or professors who have worked closely with the applicant. At least one professional recommendation is strongly encouraged.

Contact:

For more information about the Robert Bosch Foundation Fellowship Program or application process please contact:

Cultural Vistas
Robert Bosch Foundation Fellowship Program
440 Park Avenue South, 2nd Floor
New York, NY 10016
Tel. (212) 497-3527
Fax. (212) 497-3586
Email. bosch@culturalvistas.org
Web. www.culturalvistas.org/bosch

International Affairs Internship, The American Federation of Teachers Washington, DC

(AFT) represents 1.5 million public and private professional employees, primarily teachers in pre-K through 12th-grades U.S. public schools. The International Affairs Department (IAD) in Washington D.C. supports and advances the AFT's global agenda including international best practices in the teaching profession, laws and policies that address teacher evaluation and professional development, promoting and protecting the rights of teachers and the education of children, and building the capacity of teacher unions in developing democracies.

Internship Duties and Responsibilities:

Interns in the International Affairs Department receive hands-on experience with wide-range activities in which we are engaged such as planning study missions and international workshops, global comparative research, civic education curriculum development and mobilizing AFT's members for campaigns.

- Conduct research and write briefing papers.
- Draft human rights protest letters on violation of the rights of teachers, labor leaders and students.
- Attend and report on foreign policy forums and Congressional hearings.
- Prepare briefing materials and assist with international travel arrangements for AFT delegations traveling abroad.
- Assist in developing civic education and teaching materials.
- Prepare departmental displays for conventions and conferences.
- Coordinate programs for international visitors.
- Assist in arranging international real-time video conferencing, maintaining the International Affairs Website, creating trainer contact data base and distributing information about AFT international activities.
- Participate in staff meetings and mobilizations.

Qualifications:

Candidates should have:

- professional experience and academic studies in relevant areas of education and international development;
- written and oral communication skills and practice in social networking applications;
- demonstrated independent research and analytical competencies;
- advance technology capacities;
- Willingness to assume administrative tasks.

Candidate must be available to work 30-35 hours a week. A one-year commitment is preferred; other terms are negotiable. Compensation and benefits are based on academic standing.

To Apply:

Please forward a cover letter, writing sample and resume to:

American Federation of Teachers, AFL-CIO
Human Resources Department

555 New Jersey Avenue, NW
Washington, DC 20001
Fax: 202-879-4502
Email: iad@aft.org

GROW Campaign Intern, Oxfam America **Washington, DC**

Description:

Oxfam America is seeking an energetic and enthusiastic intern to work closely with its GROW Campaign team based in Washington, DC. Oxfam America is an international anti-poverty and development organization, whose mission is to create long-lasting solutions to poverty, hunger and social injustice. We are currently offering a paid, 12-week, part-time internship (20 hours per week) this Fall.

The intern will primarily provide administrative, logistical, and general support to Oxfams new global food justice campaign.

Typical tasks and responsibilities include:

- supporting the logistical coordination of DC based events;
- packing and shipping materials;
- note-taking during campaign meetings;
- supporting the campaign coordinator with internal campaign recordkeeping;
- supporting the campaign coordinator with administrative tasks related to campaign finances;
- conducting lite, internet based research on campaign issues;
- aiding the GROW campaign to be a presence at conferences and events;
- supporting other campaign outreach efforts.

Benefits:

The GROW campaign intern will have the opportunity to gain practical organizing skills, learn about food justice, food crises, sustainable food systems, climate change and sustainable development issues, and get an inside understanding of campaigning and outreach within an international development agency. The internship offers a friendly work environment with several fellow interns and supportive staff with which to share knowledge, career advice, and workplace mentoring.

Qualifications:

- The intern should have or be pursuing an undergraduate degree or higher, or have comparable work experience.
- The intern must have exacting attention to detail; strong written and verbal communication skills; ability to work well with others; strong organizational skills; professionalism and the ability to meet deadlines.
- The intern should be interested in furthering her/his knowledge about Oxfam and food justice issues; and possess a high level of personal energy and commitment.
- Proficiency with MS office programs such as Word and Excel is a must.
- The ideal candidate will be self-motivated, an excellent listener, and a good organizer with a strong commitment to social justice.

Expectations:

What Oxfam expects from its interns:

- Work the agreed-upon number of hours per week in a professional capacity, during normal business hours (usually between 9am - 5pm).
- Adhere to office policies and procedures and follow office etiquette for regular staff employees
- Contact supervisor or internship Coordinator when unable to report to the office or when arriving late due to illness, doctor appointment, etc.
- Consult with program supervisor and internship Coordinator on issues regarding workload and scheduling conflicts
- Seek feedback from supervisors on assignments and look for ways to incorporate improvements
- Ask questions as needed

Apply:

<http://www.oxfamamerica.org/whoweare/jobs/pages/open-positions?nl=1&jvi=opY|WfwM,Job&jvs=Indeed&jvk=Job>

Knowledge Management Intern, Center for International Private Enterprise Washington, DC

Description:

The Center for International Private Enterprise (CIPE) strengthens democracy around the globe through private enterprise and market-oriented reform. CIPE is one of the core institutes of the National Endowment for Democracy. Since 1983, CIPE has worked with business leaders, policymakers, and journalists to build the civic institutions vital to a democratic society. This internship is an opportunity to gain experience while supporting CIPE's Knowledge Management and entrepreneurship programs.

Responsibilities:

- Research and write blogs on entrepreneurship
- Compile and edit content for an international network on free enterprise and democracy
- Organize content for wikis

Candidates should be enthusiastic about entrepreneurship, international development, and democracy. A student in social science, international studies, or public policy is preferred. Strong research and writing skills are required.

The position entails 15-20 hours per week from late September through mid-December 2012 at CIPE's headquarters in Washington, DC; exact days and hours are negotiable. This is an unpaid internship.

Apply:

Please send a cover letter with preferred start date, resume, and two writing samples each no longer than 10 pages to: jobs@cipe.org (subject line: KM - YOUR LAST NAME).

Applications will be reviewed on a rolling basis. No phone calls please.

Contributing Editor, Southern Pulse **Washington , DC**

Description:

Southern Pulse is a growing information gathering and dissemination organization that uses field contacts and in country media sources to gather open source information on security, energy, politics, and business in Latin America. The internship position(s) will focus you on a particular sub-region in Latin America - Cent Am, the Andes, the Southern Cone, etc. - and involve information gathering from local media sources in Spanish/Portuguese (usually online), producing concise news feeds or "pulses" via a weekly intel cycle, and contributing to other Southern Pulse content collection and preparation.

Qualifications:

The position is conducted remotely and usually requires 10-15 hours/week; it is unpaid but provides experience in analyzing geopolitical events in Latin America, writing and editing, as well as access to the Southern Pulse database and potential future opportunities with the company and Southern Pulse partner organizations.

Applicants may review the site at www.southernpulse.com. Applicants should be focused on Latin America and be proficient in reading/translating Spanish-English; knowledge of Portuguese may help. This unpaid internship is for a period of at least three months, rolling application.

Application Instructions:

Interested candidates may send inquiries or a cover letter and resume to:
editor@southernpulse.com.

Intern, Institute for Multi-Track Diplomacy **International**

About:

The Institute for Multi-Track Diplomacy offers academic and unpaid internships throughout the year. Recently IMTD has had a number of interns who were graduate students from: AMB Johns Hopkins, Georgetown, George Washington University, American University, Syracuse University, University of Southern California, University of Maryland, University of Abidjan Côte d'Ivoire, Eastern Mennonite University, University of California, Berkeley, George Mason University, and Monterey Institute of International Studies.

The internship program at the Institute is competitive and unlike any other in the conflict resolution field. Interns are given the responsibility of program officers and manage individual projects throughout the life of the project or their time at IMTD. Interns also have the ability to travel internationally as members of the training team when funding is available. Over the course of

its history, IMTD has had over 270 interns from 56 countries. IMTD aims for each student's internship to be of mutual benefit to the student and the Institute.

IMTD encourages students to take advantage of the many learning opportunities offered by Washington, DC by participating in workshops, seminars, and conferences that are related to the interests of the Institute and the student. Internships can be completed for academic credit. There is no set time period for internships, although they generally follow the year's semesters. The minimum length of an internship is 2 months full-time, or 3 months part-time. Part-time interns are asked to work a minimum of 3 days each week.

Interns are required to:

- Be graduate students
- Have studied international relations, conflict resolution or peace studies
- Have demonstrated an ability and interest in multi-cultural work
- Have solid computer skills
- Interns are desired to have:
- Participated in mediation work
- Traveled internationally
- Strong motivation
- Ability to work independently and take initiative
- Foreign language skills

Duties include:

- Project Development
- Conference Planning
- Fundraising
- Research
- Geographical Assignments
- Attend meetings and write follow-up briefs
- Administrative Duties

Apply:

Interested students should send a resume and cover letter indicating the particular project of interest and what skills he/she has applicable to the project to the following address:

Intern, Institute for Cultural Diplomacy
Berlin, Germany

ICD Voluntary internships are full time (9:30-17:30), unpaid and last 3 - 6 months. Where leadership and high motivation are shown, and based on the intern's level of experience, knowledge, and education, and after completing a 6 month internship, the ICD will offer the intern to extend the length of the internship for an additional 6 months and will offer scholarship for this extended period. During the extended internship, the ICD will assign additional responsibilities, such as research, development and management of events and programs.

Applicants must have good spoken and written English, (German language skills are considered an advantage and other language skills are an asset). Due to the nature of our work, we place a high

value on flexibility, a positive attitude, a strong work ethic, and the ability to work well with others. Applicants must be prepared for a flexible working environment as teams and tasks might alter according to the program agenda.

Please note: due to the large amount of activity and programs that ICD runs throughout the year, Interns at the ICD must be able to work on their own initiative with minimal supervision. Interns work in teams under the direction of a Program Director/Coordinator. In addition, the nature of the work involved means all interns must have access to a personal laptop which they can bring to the office on a daily basis.

Intern Responsibilities:

Intern responsibilities include the following activities in the framework of supporting our CD News & Research, young leader's forums programs and our international conferences:

- Raising awareness and marketing for the programs
- Acquiring speakers and partners for the programs
- Executing the weeklong seminars and events that the ICD organizes
- Event Documentation - conducting Interviews, reporting and documenting ICD events
- CD News & Research
- ICD Human Rights Initiatives - journalism, conducting Interviews with notable figures and supporting the ICD initiatives

Internship Benefits:

The ICD sees the following benefits of this diversity strategy for the ICD interns:

- They have the opportunity to learn about the academic theory and the practice of cultural diplomacy around the world.
- They have the opportunity to make friends and meet others from all parts of the world and to learn how to work in international and diverse teams.
- They have the opportunity to learn how to work independently and use their own initiatives.
- They have the opportunity to make professional contacts through the ICD speakers, and partners that they meet which can assist them in their careers in the future.
- They gain practical experience in the fields of marketing, advertising and organization of international conferences and events.

Apply:

http://www.culturaldiplomacy.org/index.php?en_internships

Communications Intern, Institute for Social Policy and Understanding Washington, DC

About ISPU:

ISPU is an independent, nonpartisan think tank and research organization committed to conducting objective, empirical research and offering expert policy analysis on some of the most pressing issues facing the United States, especially those related to Muslims here and abroad. For more, visit www.ispu.org

We partner regularly with other leading think tanks such as the US Institute of Peace and the Center for American Progress. Today, ISPU is recognized for its publications and is regularly cited in major media outlets.

Position description:

This is an unpaid, part time or full time internship. We will support requirements for academic credit. There is a stipend available if the intern is required to travel for ISPU meetings or events.

This position will work with the communications manager to help with graphic design, and create video, interactive storytelling, infographics, and other creative projects to simplify data for non-academic audiences.

Requirements:

- Experience with design, layout, typography, photo editing and video editing
- Ability to understand complex issues, and use a digital medium to communicate a message
- Write clearly and persuasively, and manage multiple projects
- Experience volunteering or working for an issue or cause you feel passionate about.
- Good listener
- Self-directed: Can take the ball and run with it.
- Respect for goals, budgets and deadlines
- Ability to evaluate own work, be evaluated by others and take a rejected or shelved project with a good attitude
- Clear understanding of our mission as a research organization

Application:

Please send resume, cover letter and at least two work samples to Jonathan Hayden at jhayden@ispu.org

Research Internship, Institute for Social Policy and Understanding Washington, DC

ISPU is an independent, nonpartisan think tank and research organization committed to conducting objective, empirical research and offering expert policy analysis on some of the most pressing issues facing the United States, especially those related to Muslims here and abroad. We are currently seeking an Outreach and Research Intern to help support ISPU's policy and research efforts and expand its visibility among policymakers.

ISPU scholars, such as Hassan Abbas, Fawaz Gerges, and others provide regular content and analysis to ISPU. We partner regularly with other leading think tanks such as the US Institute of Peace and the Center for American Progress. Today, ISPU is recognized for its publications and is regularly cited in major media outlets.

This is an unpaid, part time or full time internship. We will support requirements for academic credit. There is a stipend available if the intern is required to travel for ISPU meetings or events.

Specific responsibilities include:

- Assist in the coordination of events and publication of policy briefs and reports.
- Attend and take minutes during weekly research team meetings.
- Assist with research on the development of procedures to improve efficiency and transparency.
- Assist with event planning and logistics for policy related events in Washington, DC.
- Create and maintain a database of scholars, policy makers, and government staff working on the issues ISPU covers.
- Assist Research Manager with setting up meetings, researching leads, disseminating ISPU reports etc.
- Closely follow policy developments in Washington, DC and inform RM about new ideas for ISPU's work.

Qualifications:

- Current undergraduate or graduate student, or recent graduate with a policy, international relations or social sciences degree.
- Previous internship or administrative experience, preferably research related
- Ability to work independently
- Excellent writing and communications skills
- Understanding of and experience in media and government relations
- Must be located in the Washington DC Metro area

To Apply:

Please send your resume, cover letter, and a short (3 page) writing sample to sbizri@ispu.org. No phone calls, please.

Entry Level Positions

Development Coordinator, ACLU

New York, New York

About:

The American Civil Liberties Union Foundation (ACLU), founded in 1920, is a nationwide, nonprofit, nonpartisan organization with more than 500,000 members and is dedicated to the principles of liberty and equality embodied in the U.S. Constitution. The Development Department of the ACLU's National office in New York City is seeking applicants for the full-time position of Development Coordinator.

Overview:

Reporting to the Director of Foundation Relations & Donor Communications, the Development Coordinator will provide project support to the ACLU's fast-paced foundation relations and donor communications program.

Responsibilities:

- Proofread and edit documents including proposals, letters, and reports; draft correspondence as needed.

- Maintain paper and electronic grant files and foundation records in donor database and pull needed reports from database.
- Manage and track donor communications.
- Maintain list of foundation contacts; ensure accuracy of information by conducting online research on a regular basis.
- Liaise with other ACLU departments to coordinate schedules, mailings and the processing of documents.
- Organize bi-monthly staff meetings. Create calendar of project due dates by extracting information from database. Work with Director to establish agenda, and collect meeting related materials.
- Coordinate travel and meeting logistics.
- Maintain departmental budget, track expenses and process expense reports.
- Handle event planning, tasks/projects.
- Undertake special projects and perform other duties as needed.

Qualifications:

- Bachelor's degree required.
- Two years related experience in administration, preferably in development, or a nonprofit setting preferred.
- Self-starter with very strong organizational skills and attention to detail.
- Excellent verbal and written communication skills, including the ability to compose, edit, and proof correspondence and documents.
- Ability to work in a fast-paced environment under strict deadlines.
- Ability to multi-task and prioritize work.
- Excellent computer skills including knowledge of Microsoft Word, Excel, Power Point, Outlook, Internet usage, and donor databases.
- Ability to represent the organization and communicate professionally with donors, ACLU staff, and other colleagues, maintaining tact, diplomacy, and confidentiality.
- Strong commitment to the mission of the ACLU.

Compensation:

The ACLU offers a generous and comprehensive compensation and benefits package, commensurate with experience and within parameters of the ACLU compensation scale.

How to Apply:

If you are a proactive and resourceful team player with a passion for public interest issues, please send a cover letter (with salary requirements) and current resume via email to hrjobs@aclu.org. Reference [DEVF-27/ACLU-W] in subject line – or by mail to:

Human Resources
 RE: [DEVF-27/ACLU-W]
 American Civil Liberties Union
 125 Broad Street, 18th Floor
 New York, NY 10004

Please indicate in your cover letter where you learned of this career opportunity. Applications will be accepted until the position is filled.

This job description provides a general but not comprehensive list of the essential responsibilities and qualifications required. It does not represent a contract of employment. The ACLU reserves the right to change the job description and/or posting at any time without advance notice.

The ACLU is an equal opportunity/affirmative action employer and encourages applications from all qualified individuals including women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals.

Program Assistant for Latin America and the Caribbean, National Endowment for Democracy

Washington, DC

Description:

The National Endowment for Democracy (NED), a congressionally funded, private, nonprofit grant making organization that works to support freedom around the world, seeks a Program Assistant. This is an entry-level position on our Latin America and Caribbean regional program team. The position is based in Washington, D.C.

Position Summary:

Provide day-to-day administrative and programmatic support to the regional program staff. This position reports to the regional director for Latin America and the Caribbean.

Responsibilities:

- Ensure logging in of grant proposals.
- Draft budgets and assist with writing project summaries.
- Provide support for considering and awarding grants to nongovernmental organizations working on Democracy building programs in the assigned region/country.
- Support the oversight of grants in the assigned region/country.
- Assist director and staff with general administrative duties.
- Organize events for visiting grantees and public meetings.
- Facilitate logistical preparations for staff travel
- Attend and report on relevant conferences, meetings, and other events.
- Research information on current political developments in the assigned region/country.

Qualifications:

- Bachelor's degree in a relevant field, such as international relations, international development, political science, Latin American studies.
- Fluency in Spanish (reading, writing and speaking) is required.
- One to two years of previous administrative and/or programmatic experience.
- Strong written and oral communication skills in English and Spanish.
- Knowledge of major political and social issues in the Latin America and Caribbean region.
- Administrative support experience.
- Attention to detail and the ability to multi-task.
- Proficiency in Microsoft Office.
- Authorization to work in the United States.

Application Instructions:

Applications must include a cover letter, resume, salary history and requirements, and contact information for three references. Please send to jobs@ned.org, with your name and Program Assistant, LAC – Job #1235 in the subject line. The NED is an Equal Opportunity Employer. For more information, please visit our website at www.ned.org. Please no phone calls.

**Program Associate-Africa, IFES
Washington, DC****Description:**

IFES' Africa Department is looking for a French-speaking Program Associate who will provide day-to-day support and backstopping to a variety of projects in the Francophone West Africa division. Working closely with the West Africa Program team, the Program Associate will contribute to the administrative, financial, contractual and technical aspects of the program implementation.

This is an entry level position to program work at IFES.

Job Responsibilities:

Job duties include, but are not limited to:

- Provide daily financial, technical and administrative support to the project team in the field and in HQ;
- Support project consultants and staff by developing and monitoring agreements and facilitating payment requests;
- Assist with coordinating travel and logistics;
- Review and process project-related documentation including wire transfers, invoices, ensuring transactions are properly undertaken and field office operational needs are met;
- Support the preparation, tracking and realignment of project budgets and support the preparation of narrative and financial reports;
- Create and maintain well-organized and current electronic and hardcopy project files;
- Acquire intimate familiarity with contract requirements, deliverables and budgets;
- Maintain working knowledge of organization administrative, financial systems, and operating procedures;
- Assist in the translation of contracts, reports, and financial support documents from French to English and English to French;
- May travel on a limited basis to the field in support of project activities.

Qualifications:

The position requires excellent administrative skills, attention to detail, flexibility, resourcefulness, and the ability to assume varied responsibilities, often with minimal supervision. The PA must be exceptionally organized and able to fulfill a variety of roles often on short notice. Other requirements include:

- BS/BA with up to 2 years of experience, preferably in international development or related field
- Verbal and written fluency in French and English required
- Experienced with Microsoft Excel, Word and PowerPoint
- Internship experience with NGO and/or non-profit organization
- Ability to prioritize, take direction and multitask
- Sensitivity to deadlines in a fast-paced environment

- Ability to work in a culturally diverse team

To Apply:

You must go to <http://www.ifes.org/> to the Careers section and apply online. Applications are only accepted in this way. Make sure you upload all papers together (ie. cover letter and application, etc.).

Program Assistant, Grantmaking Resource Center, National Endowment for Democracy

Washington, DC

Description:

The National Endowment for Democracy (NED), a congressionally funded, private, nonprofit grant making organization that works to support democracy around the world, seeks a Program Assistant in its Grantmaking Resource Center (GRC). This position is based in Washington, DC.

Position Summary:

The Program Assistant will join the seven person Grantmaking Resource Center team in the Office of the Vice President for Planning, Grants, Compliance and Evaluation. The Program Assistant reports to the Directors of the GRC. The GRC coordinates the quarterly proposal intake and review process, serves as a point of contact for core grantees of the NED, liaises with other teams at the Endowment, manages the grantmaking systems of the NED, continuously assesses the grantmaking process and implements process changes, develops written guidelines and resources for the grant making staff, and coordinates proposals and reports to donors.

Responsibilities:

- Working with GRC teammates to support the quarterly board cycle (proposal intake, data entry for all proposals, scheduling review meetings for regional Program staff, Grants, and Audit, review and tracking of board materials, and preparing for the quarterly board meetings);
- Updating grantee information in tracking sheets and databases and generating periodic reports using the MicroEdge GIFTS database for various audiences at the NED;
- Helping to write and edit materials about procedures for manuals, guidebooks and other technical documents;
- Liaising with the staff of two or more regional sections to keep the GRC team updated on team news and updating the regional teams on new grant making procedures;
- Supporting GRC teammates with their responsibilities outside of preparations for each quarter's board meetings (routing proposals and reports; recording and posting trainings; updating the intranet; orienting new staff)
- Maintaining GRC files;
- Supporting the Directors of the Grantmaking Resource Center as needed; and
- Other duties as assigned.

Qualifications:

- B.A. required
- Strong written and oral communication skills in English
- Excellent organizational and troubleshooting skills

- Administrative support experience, preferably at a grant-making organization
- MS Office Skills
- Experience working with a database
- Attention to detail and the ability to multi-task
- Written and oral communication skills in a second language, preferably Arabic, Farsi, Chinese, or French (Preferred)
- Training, tutoring, or teaching experience (Preferred)

Application Instructions:

Applications must include a cover letter, resume, salary history and requirements, and contact information for three references. Please send to jobs@ned.org, with your name and Program Assistant, GRC – Job #1234 in the subject line. The NED is an Equal Opportunity Employer. For more information, please visit our website at www.ned.org. Please no phone calls.

**Media Research Analyst – Africa, Georgetown University
Washington, DC**

Overview:

Georgetown University is looking for individuals with multidisciplinary expertise to support a surveillance project focused on the early detection of emerging threats. Our team is seeking a media research analyst to monitor the progression of emerging threats in Africa.

Job description:

- Performs foreign language media surveillance and translation services to detect, track, and identify emerging threats. The analyst may be tasked with providing support to other regions or new threat domains as needed.
- Searches Internet media, reviews relevant articles, and extracts data from them.
- Writes brief reports summarizing media reporting on relevant events. Adds contextual information to reports with attention to the historical, economic, sociopolitical and cultural characteristics of Africa.

Benefits/Compensation:

Georgetown University is an Affirmative Action/Equal Opportunity Employer that is committed to diversity in the workplace. We offer attractive benefits, including a tuition assistance program.

Qualifications:

Required Languages: Arabic AND French

Eligibility: US citizenship or permanent residency REQUIRED

Qualifications:

- BS or BA in relevant field
- Demonstrates strong regional knowledge of Africa
- Advanced reading proficiency in Arabic and French (Applicant will be required to pass a standardized in house exam.)
- Advanced English writing and analytical skills
- Good interpersonal communication skills
- Demonstrates self-motivation; works well in a team environment and individually

- Strong Internet and research skills

Contact:

Hiring Manager

Email: hiring@isis.georgetown.edu

Application Instructions:

Qualified applicants are required to submit a cover letter and resume online. Please clearly list your language capabilities in the cover letter and resume. Only qualified applicants will be contacted.

http://www12.georgetown.edu/hr/employment_services/joblist/job_description.cfm?CategoryID=7&RequestNo=20122006

Project Assistant -World Movement for Democracy, National Endowment for Democracy

Washington, DC

Description:

The National Endowment for Democracy (NED), a congressionally funded, private, nonprofit grant making organization that works to support freedom around the world, seeks a Project Assistant for the World Movement of Democracy. This will be a temporary assignment ending June 2015 based in Washington DC.

Position Summary:

The Project Assistant will assist the Senior Manager in carrying out the Civic Space Initiative, a new project of the World Movement for Democracy Secretariat at NED that seeks to facilitate discussions and use multi-media to promote and enable civil society work around the world. They will also provide administrative and logistical assistance in organizing meetings and conferences, support research on issues related to democracy and civil society around the world, and assist in monitoring the project's finances.

Responsibilities:

Helping with logistical arrangements of activities related to the Civic Space Initiative. This will include maintaining files; helping develop and track budgets; communicating with participants on travel and hotel arrangements; preparing meeting materials and documents; and, compiling and shipping materials for events.

- Assisting in researching and developing information and materials for the Civic Space Initiative.
- Drafting materials and reports related to Civic Space Initiative activities.
- Assisting the World Movement Secretariat staff with general administrative duties as needed.

Qualifications:

- Required
 - BA degree in relevant field.
 - Strong written and oral communication skills in English.
 - At least one year administrative support experience.
 - Knowledge of MS Word and Excel, database experience, and Web site skills.

- Attention to detail and ability to multi-task.
- Preferred:
 - Knowledge of global political developments, particularly concerning democratization and human rights.
 - Interest in and/or knowledge of multimedia production.
 - Basic knowledge of Arabic, French, Russian, or Spanish language.
 - HTML scripting.

Application Instructions:

Applications must include a cover letter, resume, salary history and requirements, and contact information for three references. Please send to jobs@ned.org, with your name and Project Assistant, WMD – Job #1233 in the subject line. The NED is an Equal Opportunity Employer. For more information, please visit our website at www.ned.org. Please no phone calls.

**Executive Assistant to the President, Center for the National Interest
District of Columbia**

Description:

The Center for the National Interest is currently seeking a well-organized, creative, flexible, career-oriented individual to serve as executive assistant to the Center's CEO. The executive assistant provides a full range of administrative support, organizing and structuring the president's activity. The ideal candidate will have at least 1-2 years of administrative experience and be highly professional, detail-oriented, and proactive. The position requires a BA (MA preferred), and strong writing and editing skills. An appropriate professional demeanor to work with high-level board members and other contacts in and out of government is also very important. There are significant opportunities for additional responsibility in this small office environment for a capable individual.

Key Responsibilities:

- Providing general administrative support, including scheduling, correspondence, travel arrangements, placing and receiving telephone calls, and filing.
- Assisting with substantive writing projects, including light research, taking dictation, typing, proofreading, and editing.
- Organizing seminars, briefings, and other events, including sending invitations, tracking responses, follow-up communication, arranging catering, and preparing written summaries.
- Communicating on behalf of the CEO with other staff, board members, and supporters.
- Performing other duties as needed.

Requirements:

- A BA/BS is required. An MA is preferred.
- Familiarity with Russian language and Russian area studies is helpful but not essential.

To Apply:

Please send a resume and cover letter to info@cftni.org.

**Communications Specialist, University of Maryland
College Park, MD**

Description:

The Communications Specialist must be organized, highly motivated and a self-starter. This position will serve as editor and project manager for UMD Right Now, one of the university's key websites featuring the latest news and events at UMD. Responsibilities will include managing the daily editorial production process, delivering timely, relevant content (videos, press announcements, feature stories, etc.), contributing news stories and measuring effectiveness of online content and helping to develop multimedia packages that include original videos, slideshows, and interactive features.

The ideal candidate will work with Communications team members on special projects as assigned, and will actively monitor editorial guidelines and be an efficient copyeditor. Additional responsibilities would include supporting the media plan developed by the Communications team, contributing to managing media relations efforts, developing media lists, monitoring editorial calendars, identifying coverage trends, and aiding in pitching stories for online and traditional media.

Social media will be utilized by the candidate to increase visibility and influence across multiple platforms (Twitter, Facebook, blogging, commenting, etc.) and they would be expected to offer new and innovative ways to leverage social media activities, and provide measurement and ongoing effectiveness of the efforts.

Apply:

https://jobs.umd.edu/applicants/jsp/shared/Welcome_css.jsp

Post-Doctoral Fellowship Program, The Mario Einaudi Center for International Studies at Cornell University

Ithaca, NY

Description:

The Mario Einaudi Center for International Studies at Cornell University will award two Postdoctoral Fellowships for the 2013-14 academic year in the areas of foreign policy, security studies, and diplomatic history. Each fellow will receive a \$43,000 stipend, employee benefits, office space, and access to Cornell facilities.

Qualifications:

Outstanding junior scholars from any part of the world whose work demonstrates excellence in the social sciences or humanities and addresses questions of lasting importance are encouraged to apply.

Contact:

Heike Michelsen

Telephone: 607-255-8926

Email: hm75@cornell.edu

Apply:

<http://einaudi.cornell.edu/node/11427>

Program Associate, Institute of International Information Washington DC

Purpose of Position:

Provides administrative assistance for programs by performing the following duties. Work is carried out under general supervision.

Essential Duties and Responsibilities:

- Responsible for complying with applicable contract and sponsor requirements and following all IIE policies and procedures.
- Conducts research and compiles information for program reports; generates reports; and maintains spreadsheets and lists as needed.
- Maintains and updates relevant databases and program files.
- Coordinates logistics of program events, seminars and meetings.
- Researches and compiles information for, and distributes, program material, such as program packets, newsletters and brochures.
- Prepares payment request forms, and maintains appropriate logs and files including logs of vendors and contractors. Maintains logs and files of invoices sent out by IIE.
- Responds to and generates routine program correspondence.
- Performs other duties and functions as assigned.

Job Requirements:

- Education/Experience: Bachelor's degree, or Associate's degree with a minimum of one year of administrative experience.
- Skills Required: Excellent interpersonal and communication skills, both oral and written.
- Ability to interact with all levels of staff; sensitive to cultural differences when working with people from other cultures.
- Experience in projects and tasks involving complex details which require well-developed organizational, time-management and administrative skills. Ability to multi-task and prioritize competing projects with limited resources.
- Ability to exercise discretion on confidential matters.
- To perform this job successfully, an individual should have knowledge of Microsoft Office 2010; internet software; and database software.

Work Environment and Physical Demands:

Essential functions are typically performed in an office setting with a low level of noise. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Apply:

https://iie.hua.hrsmart.com/ats/js_job_details.php?reqid=505

Program Associate, Freedom House Washington, DC

Description:

Freedom House promotes the spread of freedom and democracy around the world through research, effective advocacy, and programs that support frontline activists. We are a leader in identifying threats to freedom through our highly regarded analytic reports, including Freedom in the World, Freedom of the Press, Freedom on the Net, Nations in Transit, and Countries at the Crossroads. With 13 field offices and two U.S. offices, we support the right of every individual to be free.

Position Summary:

The Program Associate will assist with coordinating activities related to the global freedom of expression campaign and with the administration and logistics of program implementation. This position is based on Washington, DC and reports to the Senior Program Manager. Through the campaign, Freedom House is working with local advocates to expand efforts to counter restrictions on freedom of expression around the world.

Some Duties and Responsibilities:

- Schedule and arrange meetings and events, and liaise with internal and external contacts appropriately and under supervision
- Assist with travel plans including flight and hotel research and booking, travel authorization, visa application, etc.
- Monitor key events and issues related to freedom of expression in priority countries, maintain background files and social media coverage
- Assist with financial management, including preparation of draft budgets and requests for funds
- Maintain program files and databases for easy access and retrieval
- Assist with the preparation of proposals and draft correspondence and press releases
- Assist in drafting standard reporting requirements for funders
- Contribute to the development of promotional materials
- Conduct pre-departure briefings for Freedom House staff members and consultants as needed
- Support Freedom House's ongoing advocacy efforts, including via social media
- Other related duties as assigned.

We offer great benefits including:

- 100% employer-paid dental insurance
- 100% employer-paid health insurance; or generously subsidized depending on plan and coverage
- 100% employer paid life insurance and accidental death and dismemberment
- 100% employer paid short-term disability and long-term disability insurance
- 403(b) Retirement Plan with generous matching funds with 2 year 100% vesting schedule
- Flexible Spending Accounts for medical and dependent care reimbursable expenses
- Transportation pre-tax payroll deduction for metro, and garage parking in DC
- Generous paid vacation leave, sick leave, personal leave, and holidays
- Tuition Reimbursement for graduate studies
- And much more.....

Minimum Qualifications:

- Bachelor's degree in political science, international relations, or related field

- Minimum six months related experience or combination of education, training and experience
- Strong ability to communicate effectively in English, both verbally and in writing
- Knowledge of human rights principles and mechanisms, freedom of expression issues, and understanding of democracy promotion
- Proficiency with MS Office Suite and ability to conduct internet research
- Ability to prepare budgets, track expenses and maintain Excel databases
- Excellent writing, proofreading, documentation and editing skills
- Ability to apply superb attention to detail and consistently produce timely and error-free work
- Demonstrate eagerness to be creative and take initiative on new ideas and projects
- Strong ability to plan, organize, prioritize work, and multi task to meet tight deadlines
- Ability to consistently apply good judgment in problem solving and decision making
- Ability to maintain the highest degree of confidentiality regarding all aspects of work at all times

Qualified and Interested Applicants:

We invite qualified candidates to send a resume, and cover letter with salary history and desired salary (only candidates who send salary requirements will be considered for the position) to: recruiting@freedomhouse.org or fax at (202) 822-3893, Attention: HR Dept., referencing 2012-104 PA FOE. Only candidates who have been selected for an interview will be contacted.

Only candidates authorized to work in the U.S. without any restrictions need apply.

Project Assistant, World Movement for Democracy, National Endowment for Democracy

Location: Washington, DC

Description:

The Project Assistant will assist the Senior Manager in carrying out the Civic Space Initiative, a new project of the World Movement for Democracy Secretariat at NED that seeks to facilitate discussions and use multi-media to promote and enable civil society work around the world. They will also provide administrative and logistical assistance in organizing meetings and conferences, support research on issues related to democracy and civil society around the world, and assist in monitoring the project's finances.

Responsibilities:

- Helping with logistical arrangements of activities related to the Civic Space Initiative. This will include maintaining files; helping develop and track budgets; communicating with participants on travel and hotel arrangements; preparing meeting materials and documents; and, compiling and shipping materials for events.
- Assisting in researching and developing information and materials for the Civic Space Initiative.
- Drafting materials and reports related to Civic Space Initiative activities.
- Assisting the World Movement Secretariat staff with general administrative duties as needed.

Qualifications:

- BA degree in relevant field.
 - Strong written and oral communication skills in English.
 - At least one year administrative support experience.
 - Knowledge of MS Word and Excel, database experience, and Web site skills.
 - Attention to detail and ability to multi-task.
 - Knowledge of global political developments, particularly concerning democratization and human rights.
 - Interest in and/or knowledge of multimedia production.
 - Basic knowledge of Arabic, French, Russian, or Spanish language.
 - HTML scripting.
-

Executive Assistant, Atlantic Council**Location: Washington, DC****Description:**

The Atlantic Council seeks a gifted and motivated organizer, communicator, and researcher to support the Vice President of External Relations and the Vice President of Advancement. The executive assistant would manage the vice presidents' offices, appointments, travel, and high-level external and internal contacts in one of Washington's most dynamic global policy organizations.

The successful candidate will communicate effectively, enjoy a fast-paced environment, and be able to manage the multi-tasking challenges of two dynamic offices. The candidate must be discreet, engaging, reliable, exceptionally organized, and have a deep knowledge of, and interest in, international relations.

The Atlantic Council offers a competitive compensation package commensurate with experience.

Responsibilities:

- Build and maintain contacts database.
- Organize executive travel and schedule.
- Design and maintain comprehensive filing system.
- Set up office system for tracking multiple projects.
- Keep highly confidential/sensitive records from official and unofficial meetings.
- Coordinate with events, membership, communications, and advancement teams on administrative tasks.
- Manage information flow from all programs and centers.
- Draft, edit, and proofread correspondence.
- Conduct regular background research for meeting preparation, and be able to condense research materials into digestible written form and oral briefings.

Qualifications:

- BA or MA in international relations, communications, business, or related field.
- Superior communication skills, verbal and written.
- Excellent telephone presence and interpersonal skills: candidate must be able to effectively communicate with both interns and senior officials.
- Proven organizational and administrative skills.

- Highest attention to detail.
- Willingness to work irregular hours, evenings and occasionally weekends.
- Advanced knowledge of Microsoft Office.
- Superior research skills.

How to Apply:

The position is located in Washington, DC, and may include occasional travel. To apply, please send your cover letter, including salary expectations, resume, and a writing sample to eaposition@acus.org. Please reference the position you are applying for.

Mid-Career Positions

Reporting Assistant, ACDI/VOCA Colombia

About:

- Since 1963 and in 145 countries, ACDI/VOCA has empowered people in developing and transitional nations to succeed in the global economy. Based in Washington, D.C., ACDI/VOCA is a nonprofit international development organization that delivers technical and management assistance in agribusiness, financial services, enterprise development, community development and food security to promote broad-based economic growth and vibrant civil society. ACDI/VOCA currently has 84 projects in 40 countries and revenues of approximately \$168 million.
- We are currently seeking a Reporting Assistant for our USAID-funded Afro-Colombian and Indigenous Program (ACIP). The Reporting Assistant (RA) supports the Information Communications Manager in the development of key Program communications efforts to ensure the adequate awareness and reporting of Program progress and accomplishments. The RA will maintain an archival and sustainable system of accurate information and will assist in regular internal and external programmatic reporting, including weekly, biweekly, quarterly, annual and ad hoc reports as required.

Responsibilities:

- Gather information from various sources including community members, community organizations, staff, and the project information database, for both internal and external reporting;
- Draft and/or edit text for weekly, quarterly, annual and ad-hoc project reports, presentations and updates for submission to the donor and other ACIP stakeholders;
- With assistance of MIS staff, develop graphics, maps, flow charts and diagrams for reports, presentations and handouts, assisting other ACIP departments when possible;
- Contribute to the development of case studies, success stories and vignettes by attending ACIP weekly meetings and site visits to meet community stakeholders, local government officials and program staff to collect information on ACIP best practices, lessons learned, successes and challenges;
- Assist in the preparation of a thematic quarterly newsletter highlighting projects, activities and special events across the four components, taking into consideration any special circumstances as identified through communications with staff, community members, et al.; newsletters will

be developed in English and translated into Spanish for dissemination among partner communities, local, regional and central government, as well as USAID;

- Contribute to ACDI/VOCA success stories, press releases, case studies, testimonials, pictures (with Media Release forms), or other content, as requested by ACDI/VOCA headquarters or ACIP COP, on behalf of the ACIP team, for internal and/or external publications, the ACDI/VOCA website, and use for external events such as conferences;
- Provide branding and marking support and training to program staff and regional offices; assist in the planning and development of official events;
- Coordinate with and provide backstopping support to other ACDI/VOCA programs in Colombia as necessary: activities to include, but not necessarily limited to: reviewing/editing success stories, reports, work plans or other documents, as well as editing materials for facilitating donor, or other key personnel, project site visits.

Qualifications:

- Experience developing targeted reporting and communications tools for diverse audiences
- Good computer skills, including knowledge of/familiarity with Photoshop, Access, Excel, PowerPoint, and other graphic design software such as mapmaking software.
- Proven information gathering and communications (written and oral) skills.
- Familiarity with USAID or similar international donor reporting requirements, including experience with USAID’s Marking and Branding requirements preferred.
- Experience working in developing countries, with experience in Colombia preferred.
- Experience with international development organizations on the implementation of community development or integrated programs preferred.
- English and Spanish fluency. (Verbal and written)

Contact:

ACDI/VOCA International Recruitment

- Telephone: 202-000-0000
- Email: joinus@acdivoca.org

Application Instructions:

To be considered for this recruitment, please submit a resume to <http://acdivoca.maxhire.net/cp/?E55C6C361D43515B7E59192F7756186C0362774B>. No phone calls please. Only finalists contacted. Women and minorities encouraged to apply. EOE

Center for International Private Enterprise, Information Management Officer

Washington, DC

Description:

The Center for International Private Enterprise (CIPE) strengthens democracy around the globe through private enterprise and market-oriented reform. CIPE is one of the four core institutes of the National Endowment for Democracy. Since 1983, CIPE has worked with business leaders, policymakers, and journalists to build the civic institutions vital to a democratic society. CIPE’s key program areas include

anti-corruption, advocacy, business associations, corporate governance, democratic governance, access to information, the informal sector and property rights, and women and youth.

The Information Management Officer position is responsible for integrating CIPE's business needs with its, Grants and Finance Database (EPIC) and other systems to ensure the efficiency of business operations. This should consist of the following:

- Manage vendor relationships for the database
- Assess user needs and assist in prioritizing those needs
- Serve as a liaison between CIPE and database vendors. This includes communicating the needs of users and testing database enhancements to ensure user needs are met. Bridge CIPE's business practices with the database and other systems
- Analyze database usage and recommend to CIPE management needed upgrades or improvements, including moving to a higher level database language when applicable.
- Perform periodic back-ups of the database.
- Develop training materials and provide training to CIPE staff on in-house systems, databases and applications
- Proactively monitor database system resources.
- Develop, in conjunction with various user groups, standard management reports and documents from information stored in the database.
- Troubleshooting; Ability to identify and solve problems up to and including vendor selection and management
- Establishes and implements a record keeping framework and requirements as part of the organization's overall information governance.
- Ensures that the paper and electronic records are managed and protected in accordance with professional best practice, including, but not limited to, best practice for vital, paper and digital records, and access rights management.

In addition to the above, the position will provide front-line support for the users of the database including:

- Act as a point of contact for the users, captures feedback and responds to user recommendations and questions
- Work with existing third party Help Desk vendor providing off-site services, to handle routine maintenance and upgrades of the database.

Qualifications:

- Bachelor's degree required
- Knowledge of MS Access and/or SQL server and MS Office products (Word/Excel/Outlook/PowerPoint) and Microsoft operating systems (XP, Vista, Windows 7 and Mac OS/X). 3-5 years general business experience including experience with relational databases
- Good communications skills and ability to work with diverse groups of staff.
- Good analytical and problem solving skills
- Ability to handle deadlines and strong project management skills
- Strong vendor management skills preferred
- Ability to prioritize and multi-task required

Application Instructions:

To apply for this opportunity, please send a resume or CV, cover letter, and salary history to jobs@cipe.org; subject "IT-[YOURLASTNAME]". No phone calls, please. Applications will be accepted and interviews will be conducted on an ongoing basis until the position is filled. Only candidates selected for an interview will be contacted. No phone calls.

CIPE offers a salary competitive with other international non-governmental organizations and an excellent benefits package. Applicants must be legally able to work in the United States; CIPE is unable to sponsor employees for work visas.

CIPE is an Equal Opportunity Employer. cago.edu, requisition number 090117.
Questions? Email vpcomm-jobs@uchicago.edu. Serious inquiries only.

Transition Advisor, USAID **Worldwide**

Description:

The USAID/Office of Transition Initiatives (OTI) is seeking applications for a Transition Advisor (SOL-OTI-12-000049) under a personal services contract (PSC). If you are interested in this position and would like to apply, please refer to www.globalcorps.com to access the solicitation and application materials as well as information on how to apply. Applications for this position are due no later than October 2, 2012 at 5:00 PM EDT.

Qualifications:

Please visit www.globalcorps.com to access the solicitation and application materials.

Contact:

Jaimee Braun
Telephone: 202-661-9377
Email: recruiter@globalcorps.com

Application Instructions:

Please visit www.globalcorps.com to access the solicitation and application materials.

Knowledge & Learning Specialist, The QED Group **Washington, DC**

Description:

The QED Group is seeking highly motivated and creative Knowledge and Learning Specialists (K&L Specialists) to support USAID Knowledge Management projects based in Washington, DC. K&L Specialists implement activities including in-person and online seminars and events; grantee learning networks; communities of practice; and other knowledge capture and sharing activities.

The KDMD project is responsible for developing and managing knowledge sharing tools and learning communities related to microenterprise development (www.microlinks.kdid.org), food security (www.agrilinks.kdid.org, www.feedthefuture.gov), economic growth

(www.eglearning.org), social transitions (www.socialtransitions.kdid.org), and education reform (www.jamaica.kdid.org).

Duties and Responsibilities:

- Work collaboratively with peers –work within their own teams and closely with other teams including communications; web development; adult learning and training; and assessing and learning to ensure alignment and cohesion
- Build consensus with clients –ensure requirements for products, events, and other K&L activities are clear and documented
- Engage partners –work with program managers to expand various KDMD online/in-person communities including engaging the growing member base on project websites
- Think outside the box –responsible for constantly identifying more creative, efficient and effective ways to engage audiences and facilitate sharing and collaboration in communities
- Get things done –responsible for ensuring that quality work is delivered on time

Qualifications:

- Relevant advanced degree
- Knowledge of one or more of the KDMD technical areas including: microenterprise development, financial services, education, adult learning and training, food security, agriculture
- 2-3 years knowledge management, training and/or new media/web 2.0 experience
- Excellent written and oral communication skills
- Ability to clearly convey the value of our work to clients and partners

- Experience working with a content management system, Drupal experience a big plus
- Ability to maintain a positive attitude and calm demeanor when working under tight deadlines
- Entrepreneurial work ethic
- Demonstrated ability to get stuff done
- Familiarity working with USAID
- Experience living and working internationally
- Ability to leap tall buildings in a single bound

In return, we offer a fun, engaging and cooperative environment, and a chance to contribute to multinational projects that improve the lives of people around the world.

Application Instructions:

To apply, please address your cover letter to Thomas Sinclair and visit <http://www.qedgroupllc.com/opportunity/knowledge-and-learning-specialists>

Applications submitted by other means will not be considered. No phone calls please. Qualified candidates will be contacted with information on current and upcoming projects.

Iran Program Officer, Institute for War and Peace Reporting
Washington, DC

Description:

IWPR is seeking a Program Officer to provide management support to specific projects and work to develop new programs for its Iran Program. He/she will work directly with the Program Director to ensure the day-to-day activities of the current field projects as well as the development of the future programs.

IWPR's mission is to give voice to people at the frontlines of conflict, crisis and change. IWPR aims to build the capacity and the skills of local journalism, working to strengthen local media institutions, and engage with civil society and governments to ensure that information achieves impact.

Qualifications:

Specific duties include, but are not limited to:

- Program implementation:
 - Assist the Program Director with all aspect of the program activities
 - Liaise and coordinate with project managers, and monitor the proper implementation of all projects to ensure that they are meeting their budgetary and programming targets
 - Ensure data gathering and flow of information from field projects for preparation of quarterly, annual and other reports as required by donors, Board of Directors, etc.
 - Ensure quality reporting to donors by:
 - Drafting board memos, work plans, quarterly and other reports with minimal substance guidance
 - Keeping various projects field staff informed of new information from donors relating to grant responsibilities and reporting requirements.
- Program Development:
 - Participate in program development activities in full conjunction with the program and development team
 - Help identifying new donors and partners,
 - Support/prepare grant proposals in response to new funding opportunities and/or in other fund-raising efforts for existing or future projects.
 - Work in close conjunction with IWPR leadership to edit and improve grant proposals..
- Program Budgeting:
 - Create initial drafts of budgets; generates pipeline of expenses.
 - Maintain invoicing and vouchering procedures for projects
 - Review spending on a quarterly basis to ensure that program spending is on target and that the budget needs no revision
 - Assist with budget revisions if necessary
- Administrative:
 - Serve as direct administrative and executive support for the Program Director
 - Coordinate and manage relationships with the key vendors and consultants
 - Help organize meetings, and take on other duties as needed
 - Other duties as assigned.

Required Experience:

- BA (MA is preferred) in international development, political science or related fields
- Minimum four (4) years project coordination and management experience in an international development organization
- Experience in writing proposals and creating budgets

- Exceptional writing skills, clear and persuasive with little to no editing;
- Seasoned knowledge of budget and accounting procedures;
- Familiarity with web-based informational and organizational tools.
- Current knowledge of Iranian social, political and cultural landscape required
- Persian language desirable

Personal Capabilities:

- Capacity to work both independently and as a member of a team
- Strong organizational skills and attention to detail
- Ability to work in a fast-paced, team-oriented environment while juggling and coordinating multiple projects and deadlines
- Cultural sensitivity
- Motivated and result oriented

Application Instructions:

Please complete the online application form: <http://iwpr.net/form/application-form-iran-program-officer>

Senior Contracts & Grants Manager, IFES Washington, DC

Project Description:

The Contracts and Grants Division within IFES is organized into 3 Regional Support Teams (RST), one for each of IFES’ primary geographical focus areas – Europe and Asia (Eurasia), Africa, and MENA and the Americas. Each RST has a C&G team lead, as well as between 1-3 C&G support staff assigned to it. In addition, the C&G Division has an Assistant who provides additional support to all of the teams on an as needed basis and to assist with overflow or absences. Each RST works supports the C&G needs of its Region’s programs, from concept to close-out.

Responsibilities of the C&G unit/RSTs include the full cycle of IFES’ awards. C&G has the lead, or direct participation in, opportunity identification, tracking, and analysis, cost proposal development, award negotiation, award administration, close out, and assistance in the resolution of any audits. Administration of awards includes procurement of goods and services through various types of subawards, consultant contracting, and the management of IFES’ subgrant programs.

IFES seeks an experienced, professional, motivated, and self-directed team player for the position of Sr. Contracts and Grants (C&G) Manager. The Sr. C&G Manager will lead a Regional Support Team (RST) within the C&G Division and as such will oversee the management of that Region’s awards (both contracts and grants) with the US Government, other bilateral and multilateral donors such as DFID and CIDA, the UN, European Union, multilateral development banks, as well as foundations and private sector donors.

The Sr. C&G Manager, in coordination with, and reporting to, the Director of C&G, will help to build and to manage a strong team of Contract/Grant Professionals to support one or more of IFES’ regional programmatic areas and its regional field offices and sites. The Sr. C&G Manager will supervise the activities of 1-3 C&G staff within an RST.

Job Responsibilities:

- Direct the daily operations of the RST including direct supervision and development of staff assigned to the RST;
- Serve as the RST's main point of contact for information/guidance on contracts and grants;
- in consultation with the Director, C&G, provide guidance in the interpretation of award terms and conditions, and USG and non-USG regulations;
- Ensure compliance with Region award terms and conditions;
- Coordinate with the Business Development team as well as the Regional program and finance staffs in formulating and negotiating strong, competitive and compliant proposals and final awards/grants;
- Coordinate with the Finance division on a variety of common issues
- Track changes to, and provide interpretations of, USG and relevant non-USG regulations as they pertain to IFES' programs;
- Establish and maintain positive working relationships with donors and IFES staff;
- Ensure compliance with C&G and IFES operational procedures and policies for contracts/grants management;
- Establish and maintain communications with prime and sub contractors to ensure the smooth working of the contract awarding process;
- Liaise with donors, NGOs/PVOs and advocacy groups;
- Advise Regional IFES staff on matters related to preparation and administration of subawards of all types;
- Support activities of Finance staff in the areas of fiscal management, audit, and financial reporting for IFES' awards;
- Ensure the timely processing of all closeouts;
- Participate in development/proposal meetings;
- Other duties as assigned.

Qualifications:

- Bachelors or Masters degree, preferably in business, international relations, finance, or related field;
- Minimum of 10 years of experience in international development with an NGO and/or for-profit in the development sector;
- Minimum of 10 years of experience with the administration of USG and non-USG awards (both contract and assistance) working with the FAR/AIDAR, CFRs and relevant OMB circulars, donor regulations, etc.;
- USAID, Dept. of State, and other international development donor experience, cost/price analysis, indirect rate development, indefinite quantity contracts, and grants and commercial contracting highly desirable;
- Proficiency with Microsoft Office and Excel required;
- Proficiency with Deltek Costpoint a plus;
- Strong analytical, written and verbal communication skills;
- Proven organizational skills and a capacity to handle multiple tasks under tight deadlines;
- Demonstrated leadership, management and team mentoring skills;
- Highly motivated and self-directed;
- Team player with excellent interpersonal skills;
- Excellent negotiating skills;
- Experience with both Headquarters and Field offices;
- Overseas development and/or NGO experience a plus;

- Foreign language skills preferred.

To Apply:

You must go to <http://www.ifes.org/> to the Careers section and apply online. Applications are only accepted in this way. Make sure you upload all papers together (ie. cover letter and application, etc.).

International Institution Relations Coordinator, AFA Press Outside DC Metro Area

Description:

The primary purposes of this position are to develop positive relationships with government related institutions to help AFA Press achieve strategic business objectives; identify and establish strong contact with relevant individuals who will be able to influence support for country projects; ensure both funding for the projects and also editorial support through organizing interviews with leading government and business personalities; develop and maintain these relationships.

Responsibilities:

- Please note that the successful candidate will be required to be based in Madrid head office for the first month of work for training purposes.
- Responsible to the Chief Institutional Relations Officer
- External Relationships: Governments, Ministries, Embassies, Chambers, International Organisations and Associations
- Internal Relationships: Institutional Relations Team, Senior Management, Business Development Team, Media Department, Logistics, Administration, Editorial Department, Marketing Department.
- Establishing, building up, managing and maintaining a 'High Profile' network through gaining new government and institutional contacts by means of formal written correspondence, telephone, personal contacts and occasional travels to gain support and influence to maximise funding for projects.
- Following up on new and existing project opportunities and setting up meetings and/or editorial interviews for department managers to take place in Europe, Asia, Africa, America...
- Planning and preparing presentations, identifying ideas by researching industry and related events, publications, and announcements in coordination with 'In House' Research Analysts, Regional Editors, and the Marketing Department regarding new projects to be launched.
- Screen potential projects by analyzing market strategies, requirements, potential, and financials and evaluating options in coordination with the Business Development Department and field staff.
- Contribute to departmental meetings with new ideas and strategies and assist in presentations to relevant departments regarding new initiatives via email and face-to-face meetings.
- Media Information Management ? updates and monitoring

- Administration Responsibilities: Liaise with the logistics department, VISA requirements, prepare necessary materials for trips, organise initial project start-up liaising with other department.
- Internal Department Organization: Coordinate free lance and in-house department collaborators, responsible for communication between departments.

Qualifications:

- Native English and fluent in Spanish; any other language is welcome
- Background in International Relations and or Communications preferable
- Understanding about international affairs
- Excellent communication skills, both verbal and written.
- Excellent organisational and time-management skills
- Follow up skills
- To be self-motivated but able to work as part of a team
- Flexibility and a positive attitude
- Good negotiation skills and persuasiveness
- Confidence presenting to VIPs
- Initiative and enterprise
- Trustworthiness and discretion when handling confidential information
- A smart appearance and professional manner
- To enjoy networking and meeting new people

How to Apply:

Email CV and cover letter to recruitment@afa-press.com

**China Programs Associate, Campaign for Tobacco-Free Kids
Washington, DC**

Summary Description:

The China Programs Associate works closely with the Head-of-China Programs to advance the Campaign’s tobacco control advocacy goals in China. This position supports advocacy work in China by focusing on secondary research, reports production, and development of evidence-based tobacco control information and materials for tobacco control advocates, the media, and policy-makers in China. The China Programs Associate is based in Washington, D.C.

Primary Duties:

- Conduct secondary research to change the social environment, build a sustainable tobacco control movement, and advance tobacco control policies in China.
- Develop evidence-based advocacy materials such as briefing papers, reports, fact sheets, and presentations.
- Work with the Research Department to identify studies and reports that could be developed into advocacy materials (research alerts, fact sheets, short reports, etc.) to advance advocacy goals in China.
- Write, edit, translate, and develop concepts and materials.
- Respond to requests for materials from both internal and external sources, including staff, grantees and other tobacco control partners.

- Respond to internal and external inquiries regarding program activities, program progress and results.
- Draft and coordinate submission of the monthly, quarterly, and annual reports on China Programs.
- Oversee translation of China media monitoring summaries.
- Copy-edit English-Chinese and Chinese-English translations.
- Provide logistical support and coordination to in-country consultants.

Additional Responsibilities:

- Assists Head of China programs in designing and implementing effective advocacy strategies in China.
- Maintains calendar of tobacco control-related events in China.
- Update China work plans.
- Actively participate in all China Programs related meetings and calls.
- Supervises China Team intern.
- Performs other duties as directed by Head of China Programs.

Qualifications:

- Knowledge of and proficiency with a variety of computer software applications including Microsoft Word, Excel, Access, PowerPoint and Outlook.
- Excellent English writing and editing skills essential.
- Fluency in Mandarin Chinese; high proficiency in reading Chinese; strong oral communication skills in Chinese.
- Sufficient proficiency in research methods to understand technicalities of research studies, evaluate for applicability and translate for tobacco control policy advocacy.
- Familiarity with domestic and/or international tobacco control research community preferred.
- Bachelor's degree in a public interest, health, or international field required. Master in Public Health, International Development, Public Policy or related degree preferred.
- Three (3) to five (5) year's experience in materials development and dissemination, advocacy, global health, public policy, media, or research, or some combination thereof.
- Strong interest in public policy in China.
- Excellent organizational skills and strong attention to detail.
- Ability to work in the United States.
- Ability to take initiative, solve problems creatively and work independently.
- Ability to work in a fast-paced, team-oriented environment and perform effectively under pressure.

Contact Details:

Lisa West
 Telephone: 202.481.9340
 Email: lwest@tobaccofreekids.org

Application Instructions:

To apply for this position, please email a cover letter, including salary history, and attach your resume to: jobs@tobaccofreekids.org . Please reference the position code CPA-08 in the subject line of your email. Resumes will be accepted until the position is filled. Or mail your information to:

Campaign for Tobacco-Free Kids

CPA-08 Application
1400 Eye Street
Suite 1200
Washington, D.C. 20005
