

PROGRAM INTERNSHIP

Position Description

Organization Description

The Georgetown University Institute for Reproductive Health (IRH) addresses global reproductive health and family planning issues through a research-to-practice agenda. Our emphasis is on fertility awareness-based methods of family planning; strategies for developing equitable gender norms for youth; and improving the quality of HIV/AIDS services by reducing stigma and discrimination. Cross-cutting themes in the Institute's work include network and system strengthening, scale up of innovations and incorporating gender perspectives in reproductive health. The Institute partners with a wide range of organizations both globally and in the countries in which we work, conducts research, builds capacity, and provides technical assistance to public and private-sector organizations in lower and middle-income countries and the U.S.

Position Summary

The Program Intern will provide general administrative and technical support to the FAM Project country program teams (Democratic Republic of Congo, Guatemala, India and/or Rwanda). S/he may be involved in a number of administrative and financial tasks, including preparation and editing of program documents, in-house translations (French and/or Spanish), processing contracts, and arranging staff travel. S/he may also undertake various research tasks and compile weekly news summaries.

Tasks

- Scheduling, attending and taking notes at meetings
- Assist in preparation of payment requests and other finance procedures
- Processing contracts
- Travel Preparation
- Submission of research protocol to Institutional Review Board (IRB)
- Track international news and compile key event summaries
- Assist in Share drive and Google website maintenance
- Support various research projects
- Translation

Minimum Requirements

- At least two years of University-level study
- Coursework in International Relations, International Development, Public Health, Anthropology, or Sociology
- An expressed interest in supporting programs that advocate for sexual and reproductive health and family planning, especially fertility awareness based methods

Desired Qualifications

- French language strongly preferred
- Knowledge of Africa and/or other program countries (Guatemala, India) and/or experience studying, traveling or living abroad highly desirable
- Experience in reading, tracking or updating financial documents desirable

Commitment

- Must be able to work **a minimum of 12 weeks between May 20 and August 30, 2013**
- Must be able to work **a minimum of 15 hours/week**; 20+ hours/week strongly preferred

Travel stipend may be available.

Please send applications to irhresumes@gmail.com with subject line "Summer 2013 Internship [FIRST NAME] [LAST NAME]"