Our company is growing rapidly and is searching for experienced candidates for the position of program intern. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for program intern

- Assisting in the preparation and execution of Africa Program events, ranging from small group meetings to multi-day conferences
- Maintaining the Africa Program's social media presence and disseminating news to our web following
- Provide detail-oriented reviews of completed creative assets before releasing to members
- Build empathy for the people you're designing for through participation in human-centered research
- Advocate for and be the voice of the customer in our design and development process
- Present research findings and design concepts with various audience types from sophisticated design experts to non-designers
- Exercise our values of humanity, simplicity, and ingenuity throughout your work
- Conduct supplementary desk research for ongoing projects and proposals
- Support the development of CVs and other write-ups for key and non-key personnel of current projects and proposals
- Provide logistical and administrative support to staff traveling abroad

Qualifications for program intern

- Ability to handle sensitive information while maintaining high degree of

- Strong demonstrated interest in and knowledge of the Middle East
- Arabic and/or French language skills are strongly preferred
- Strong academic record with a demonstrated interest in Western Hemisphere affairs