

POSITION DESCRIPTION

POSITION TITLE: CSE New Business Intern
GROUP: Civil Society and Education
LOCATION: Arlington, VA
REPORTS TO: New Business Program Officer
STATUS: Full-time, non-exempt

POSITION SUMMARY:

The CSE internship is a minimum 3-month, full-time paid internship. The internship requires an energetic, detail-oriented person who can take on and lead tasks related to new business research, proposal management and communication

Essential Responsibilities

New Business:

- Conduct market analysis to identify and validate new and diverse business opportunities
- Support proposal development through the preparation of capabilities statements, tailoring CVs, supporting recruitment/staffing processes, and other roles.
- Assist with database updates and intel-gathering on prospective opportunities.
- Serve as Proposal Manager and ensure that the team is on track to meet milestones and deadlines. Coordinate and streamline information.
- Other new business research/operational assistance, as needed and available.

Communications:

- Help compile, update and produce project success stories to publicize progress and achievements;
- Track relevant events and disseminate information to CSE team.
- Help plan and organize public events
- Liaise with Winrock's Communication unit to share CSE materials for wider publication and dissemination to stakeholders
- Coordinate development of presentation and awareness materials (e.g., brochures, posters) on the project or our technical competencies for distribution.

QUALIFICATIONS AND BACKGROUND:

Education:

- Recent BA or MA graduate. Alternatively active MA student available to work full time.
- Relevant focus area related to CSE's work including international relations, education, political science, women's studies, human rights, international law etc.

Skills, Knowledge, and Experience:

- International experience preferred.
- Exceptional writing and other communications skills required.
- Strong analytical and research skills essential.
- Experience preparing communications materials including brochures, pamphlets, presentations
- Experience writing or contributing to grant applications/proposals preferred.
- Excellent organizational and time-management skills, ability to think critically and work independently are a must.
- Proven commitment to pursuing a career in international development strongly preferred.
- Proficiency in MS Office (Word, Excel, PowerPoint, and SharePoint) strongly desired

Please apply by going to https://www.appone.com/MainInfoReq.asp?R_ID=1570093 and submitting a current resume and cover letter. Applications reviewed on a rolling basis so please apply as soon as possible.

Qualified candidates must not require sponsorship to work in the United States.