



Internship Announcement
Development Intern
Promundo-US

Overview

Promundo-US, an international non-governmental organization working to promote gender equality and violence prevention, seeks a paid, part-time intern to work with our Business Development team. This position will form part of Promundo's Business Development team.

About Promundo

Promundo is a global leader in promoting gender equality and preventing violence by engaging men and boys in partnership with women and girls and individuals of all gender identities. We believe that working with men and boys to transform harmful gender norms and unequal power dynamics is a critical part of the solution to achieve gender equality. With partners in more than 55 countries, Promundo's work – including high-impact research, evidence-based programs, and targeted advocacy efforts – seeks to create a nonviolent, caring, and gender-equitable future for all. For more information, please visit www.promundoglobal.org

Internship Responsibilities

Assist Promundo Business Development (BD) team on projects related to the development, maintenance and improvement of BD systems, including:

1. Drafting short, digestible briefs about programs, research and campaigns
2. Researching and developing funder profiles, including government, foundation, and corporate, to better understand funder priorities and strategize for proposals and future pitches
3. Streamlining the process by which Promundo responds to bid opportunities through databases or other organizational management tools

Desired Qualifications



- Strong interest in organizational systems and operations
- Experience in technical writing or editing
- Knowledge or interest in global health, gender issues especially the role of men in the gender equality movement, international development, feminism and/or social justice issues
- Familiarity with database management as well as Dropbox and the Google Suite
- Keen attention to detail and strong organizational skills.
- Personal characteristics: Proactive, empathetic, asking for help, able to handle multiple tasks and prioritize well, strong self-motivation, quick learner, flexible, reliable, and kind.

Please note that the position will be part-time remote, with the likely ask of working 2x/week from the Promundo office in Dupont Circle.

Duration

- Flexible start date: but beginning as early as January 17, 2022
- Ability to commit to internship for 16-20 hours/week for a period of three to six months (ability to commit to a six-month internship preferred)

Compensation

- \$15.20/hour

Process

To apply, please send the following to jobs@promundoglobal.org with the subject line "Business Development Internship." Please consolidate all documents into one PDF labeled FirstName_LastName_BD:

- 1) resume/CV
- 2) cover letter addressed to Chris Hook
- 3) short writing sample (no more than 2 pages; it can be an excerpt of a larger text)

Deadline: no later than December 1, 2021



Though the internship is partially remote, Promundo-US is a DC-based employer. For tax purposes, you must have residence in DC, MD, or VA.

Please indicate if you are legally authorized to work in the United States.

Please note that only shortlisted candidates will be contacted.

Equal Employment Opportunity Statement

Please view this description as a general overview, but not a mandatory comprehensive list. If you feel passionate about our efforts and believe that you have the skills to contribute and lead in this role, do apply. We want to hear from you!

Promundo-US is committed to creating and maintaining a diverse and inclusive working space for all employees and to providing employees with a work environment free of discrimination and harassment. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, creed, national origin including ancestry, ethnicity, sex including pregnancy, gender, gender identity, gender expression, and transgender status, disability, alienage or citizenship status, military status, including past, current, or prospective service in the uniformed services, genetic information, predisposing genetic characteristics, marital status, domestic violence victim status, familial status, actual or perceived sexual orientation.

We are an equal opportunity employer and we strongly encourage Black, indigenous, people of color, women, people with previous felony convictions, members of the LGBTQIA+ community, and others who identify with underrepresented groups to apply.