

Intern Position - IDEX Research Analyst

IDEX is a San Francisco based non-profit organization that promotes sustainable solutions to poverty by providing long-term grants and access to resources to locally run organizations in Africa, Asia and Latin America.

Reports to: Program Officers

Application deadline: Applications will be accepted from April 2010, then ongoing until filled

Expected Start Date: June, 2010

Length of Engagement: 3+ months, 12-20 hours per week depending on availability. Candidates who are able to commit to longer than 3 months will be given priority

Compensation: Unpaid

Location: San Francisco, CA

Overview

IDEX's Programs Team seeks interns who brings a combination of impeccable professionalism, deep intellectual curiosity, a passion for social justice, a desire to work in a participatory way as a team player and a commitment to international knowledge to support some critical projects this summer. Internships will offer the opportunity to learn in-depth about the process of international grantmaking and ways in which IDEX supports long term economic development, women's empowerment and sustainable natural resource management in partnership with grassroots organizations in the Global South.

Responsibilities

Program Interns will be responsible for reviewing and analyzing reports from current partners and grantees; research key trends in civil society in key countries in South Asia, Southern Africa and Mesoamerica and provide overall support to Program staff. Specifically, the intern will:

- Identify and assess the activities of grassroots organizations, social movements, capacity building providers and non-governmental organizations based on IDEX partnership criteria in Mesoamerica and in Southern Africa.
- Research trends and news items in the areas of Women's Empowerment, Economic Development and Sustainable Natural Resource Management in Mesoamerica and in Southern Africa.
- Participate in IDEX meetings, and demonstrate curiosity and commitment to learn other complimentary aspects of the organization's work in Mesoamerica and in Southern Africa.
- Contribute to strategic discussions as an equal member of the IDEX staff team
- Other duties as needed to support and enhance teamwork

Qualifications and Abilities

The ideal candidate for will possess the following characteristics:

- Strong English communication and writing skills
- Strong research and analytical skills
- Strong attention to detail
- Highly motivated with a desire to work within a team environment of participatory decision making
- Interest in the field of international development
- Computer, Internet and Social Media proficiency
- Fluency in at least one of the following languages other than English: French, Spanish and/or Portuguese

Education and Experience

- Working towards a Bachelor's or Master's degree in a relevant discipline
- Professional and/or volunteer experience in non-profit setting is a plus.

How to Apply: Please apply using the Intern / Volunteer Application Form, available <http://www.idex.org/vip-application.php> also submit your resume and cover letter using the email address that appears after you have submitted the Application Form.