Organization Name: CARE

Address:
151 Ellis Street N.E.
Atlanta, GA 30303

Mailing Address (if different):
Same as above

Phone: 1-800-521 CARE
Fax:
Web site: www.care.org

Internship Supervisor:
Amy Yvonne Ngurukie

Supervisor’s contact information including e-mail.
Phone: 404-979-9253
Fax: 404-589-2632
Email: angurukie@care.org

Organization’s Mission Statement:

Our mission is to serve individuals and families in the poorest communities in the world. Drawing strength from our global diversity, resources and experience, we promote innovative solutions and are advocates for global responsibility. We facilitate lasting change by:

- Strengthening capacity for self-help
- Providing economic opportunity
- Delivering relief in emergencies
- Influencing policy decisions at all levels
- Addressing discrimination in all its forms

Guided by the aspirations of local communities, we pursue our mission with both excellence and compassion because the people whom we serve deserve nothing less.

Summary of organization’s primary programs and services:

CARE tackles underlying causes of poverty so that people can become self-sufficient. Recognizing that women and children suffer disproportionately from poverty, CARE places
special emphasis on working with women to create permanent social change. Women are at the heart of CARE's community-based efforts to improve basic education, prevent the spread of HIV, increase access to clean water and sanitation, expand economic opportunity and protect natural resources. CARE also delivers emergency aid to survivors of war and natural disasters, and helps people rebuild their lives.

Intern’s title:

Intern, Basic and Girls’ Education Unit

Number of interns requested by this organization?

One

Internship project/job description:

Scope of Work
Basic and Girls’ Education Unit 2011 Summer Intern
May 2011

Background

CARE works with poor communities in more than 70 countries around the world to find lasting solutions to poverty. We design and manage community-based projects in areas such as education, health care and economic development. These projects aim to strengthen poor communities with information, skills and resources. Together, CARE and communities build a foundation for self-sufficiency and lasting solutions to problems caused by poverty.

Basic and Girl’s Education Unit
CARE’s Basic and Girls’ Education (BGE) unit is committed to improving educational opportunities in the developing world, with a special focus on marginalized girls. Today, CARE education programs address a range of social, cultural and economic barriers that keep children, especially girls, from obtaining the basic education to which they have a right. CARE programs provide in-service training of teachers; address the need for improved teaching and learning materials, and help parents and communities share responsibility for improving the learning environment of their schools. Through partnerships, CARE helps NGOs and other civil society organizations participate in educational policy reforms and strengthen the capacities of local school governance committees. The Basic and Girls’ Education (BGE) Unit facilitates CARE in implementing these activities through technical leadership, representation roles and advocacy efforts in the United States, and specific program support.

CARE’s Basic and Girls’ Education Unit is currently seeking an intern to support activities across the unit. The intern will be a full member of the BGE unit team and will
attend meetings and work in close collaboration with the Project Coordinators and Program Associate. This will be a highly participatory internship.

Requirements:
- Graduate student with knowledge/understanding of international development issues, political science, education, non-profit/non-governmental administration, or a related field
- Proficient in research from a myriad of sources and databases
- Excellent writing skills
- Good organizational skills
- Good troubleshooting skills
- Ability to work well with others or independently
- Proficiency in using various computer applications, including Microsoft Office applications and Internet

Objectives
- Provide critical editorial feedback on strategic documents and communications;
  Develop documentation and review of lessons learned and best practices in girls’ education;
- Document new areas of thematic approaches dealing with different aspects of education;
- Support various grant activities, including workshop support, knowledge production, and strategy research;
- Actively participate in the full range of information synthesis, strategic planning and design stages of program proposals as they arise;
- Develop, streamline and/or edit websites and shared document drives;
- Analyze data collected in CARE Country Offices.

Key Outputs and Deliverables
Deliverables are contingent on the particular project the intern is working on.

Duration
The internship will begin at the end of May and run until the end of July or early August. A minimum of 240 hours is required. This timeline will be discussed and agreed upon with the intern.

Management
Management of the intern will be provided by Amy Yvonne Ngurukie, Program Associate. The Project Coordinators and Senior Level Staff will also work closely with the intern.
Qualifications

- Graduate student with knowledge/understanding of international development issues, political science, education, non-profit/non-governmental administration, or a related field
- Proficient in research from a myriad of sources and databases
- Excellent writing skills
- Good organizational skills
- Good troubleshooting skills
- Ability to work well with others or independently
- Proficiency in using various computer applications, including Microsoft Office applications and Internet

Other requirements for this position.
N/A

Will the internship require that the student have a car?
No

Is placement site accessible by public transit or other transportation options?
Yes. Close to the Marta Station and parking will be made available if needed.