



## Position Description: Program Development Internship

Partners of the Americas seeks a self-motivated and dedicated intern to provide integral support to its Program Development (PD) unit.

The PD unit works with Partners staff and network of chapters, organizations and institutions throughout the Western Hemisphere, multi-laterals, and international development agencies to identify and respond to funding opportunities around a broad array of technical, thematic and development issues.



### Requirements

- Strong written and oral skills in English and Spanish (or Portuguese)
- Technical knowledge of or interest in proposal development, corporate and/or foundation funding and/or grant writing
- Ability to process information quickly
- Minimum 20 hours per week

**APPLY**

[www.partners.net/partners-internships](http://www.partners.net/partners-internships)

### Key Deliverables

- Assist in preparing and producing proposals
- Research funding opportunities
- Communicate with key stakeholders and affiliates throughout the region
- Support key PD funding initiatives
- Provide background research support and internal programmatic support
- Develop self-directed learning goals to measure progress and achievement