

**Curamericas Global
International Development / Public Health Intern
Position Description**

Reports to: Program Specialist and International Volunteer Coordinator

Application Deadline: Rolling

Compensation: Unpaid

Length of Engagement: Minimum of 4 weeks, 15-25 hours per week.

Location: Curamericas Global Headquarters, Raleigh, NC

Responsibilities:

- Assist with program development including: Developing reports; Monitoring and Evaluation; Training Modules and Development; Operational Research;
- Assist with funding opportunity search
- Assist with public health and international development-related investigation
- Under the supervision of the Program Specialist(s), assist with internet searches to identify potential funding opportunities related to the mission of Curamericas Global, and keep detailed record of findings
- Participate as an active member of grant writing teams
- Data entry and review of on-going health program activities, work plans, and goal achievements
- Data entry and review for financial reporting of health programs
- Monitor international development and/or health-related news in countries/regions of interest to Curamericas Global
- Assist with program development and proposal development and submission as needed
- Identify and manage web marketing opportunities such as Facebook, YouTube, etc...
- Prepare marketing materials for volunteer program (e.g. compiling volunteer trip photos and quotes, creating slide shows, etc...)
- Assist other staff at Curamericas Global, as needed (Executive Director and Administrative Assistant)
- Assist with preparation of Curamericas Global Board Meeting materials (when applicable)
- Other tasks and duties as assigned

Qualifications:

- Responsible, motivated and flexible person, able to work in a team and independently
- Interest in international development and/or public health
- Coursework on international development, public health, or related topics
- Experience in international setting; developing country-setting preferred
- Experience with grant-searching and/or grant writing helpful but not required
- Strong writing skills preferred
- Internet and Microsoft Office experience and skills required
- Foreign language skills helpful but not required; French and Spanish
- Enthusiastic attitude and willing to do whatever is needed to help the team

Application Instructions:

Please send application, resume, and cover letter to Andrew Herrera, International Volunteer Coordinator, at Andrew@curamericas.org.