

EPISCOPAL RELIEF & DEVELOPMENT INTERNSHIP

For over 75 years, Episcopal Relief & Development has been working together with supporters and partners for lasting change around the world. Each year the organization facilitates healthier, more fulfilling lives for more than 3 million people struggling with hunger, poverty, disaster and disease. Inspired by Jesus' words in Matthew 25, Episcopal Relief & Development leverages the expertise and resources of Anglican and other partners to deliver measurable and sustainable change in three signature program areas: Women, Children and Climate.

Title: International Program - Gender Initiatives Cluster (GIC) Intern

Reports to: Director, Gender Initiatives

Division: International Programs

Location: Remote

PURPOSE OF INTERNSHIP

1. Background

Episcopal Relief & Development faithfully administers the funds that it receives from the church and raises from other sources. Episcopal Relief & Development cherishes its partnerships within the Episcopal Church, Anglican Communion, with ecumenical bodies and with others who share a common vision for justice and peace among all people.

Episcopal Relief & Development is committed to improving people's well-being, health, and resilience in vulnerable communities across the globe—through in-country partner organizations who implement community development programs. Our goals encompass both transformational community impact and the organizational strengthening of our partners. Our unique expertise, experience and practical knowledge allow us to guide communities to lasting change with a focus on three key priorities: Women, Children and Climate.

In a collaboration with Episcopal Church Programs, the International Program Gender Initiative Cluster is developing a comprehensive guideline for parishes that wish to observe the annual international campaign: 16 Days of Activism against Gender Based Violence (GBV) campaign (kicks off on 25 November, the International Day for the Elimination of Violence against Women, and runs until 10 December, Human Rights Day). This initiative has as its objective:

1. Increase church awareness of GBV and other forms of gender discrimination in their communities and globally
2. Highlight strategies for response and prevention of GBV and other forms of gender discrimination
3. Deepen engagement and relationships between church and Episcopal Relief implementing partners that prioritize gender justice in their programs.
4. Provide an intern with a service and experiential learning opportunity in the human rights and faith based development and relief sector.

2. PRIMARY RESPONSIBILITIES OR PROJECTS

Primarily, the internship will introduce the student to a learning and awareness building project within the faith-based development sector as they support Episcopal Relief & Development with the development of a learning tool, “The 16 Days of Activism against Gender Based Violence (GBV) Guidelines.” The learning outcomes and responsibilities are as follows:

1. Enhance the intern’s learning in the area of faith-based responses to gender-based violence, domestically and globally as they **develop fact sheets** for the Episcopal Church that amplify the objectives of the 16 Days, and the work of implementing partners in Africa and Latin America.
2. Deepen the intern’s knowledge of faith based and human rights approaches to ending gender based violence through their **developing a comprehensive toolkit** of practical actions and ministry that participating parishes can draw on for the development of their campaign.
3. Strengthen the intern’s knowledge of participatory approaches through their **engagement and collaboration with Episcopal Relief & Development’s International Programs** and other participating departments.
4. Enhance the intern’s knowledge of participatory approaches through their **engagement and collaboration with The Episcopal Church**, ecumenical and interfaith partners in order to develop diverse and inclusive tools such as webinars and book clubs.
5. Introduce the intern to a broad range of learning tools and methodologies through their support for and **documentation of ongoing learning programs**, including the August virtual team retreat and other professional development and learning fora.

3. TERMS

Minimum commitment of quarter 3 (July – August), 10 hours per week. This is an unpaid internship. College credit, if applicable for the candidate, will be explored.

4. QUALIFICATIONS and SKILLS:

- Education: Current enrollment in degree program in education, development studies, nonprofit management/public administration, feminist & gender studies and/or other related fields; Current enrollment in a Masters program a plus
- Experience working in a nonprofit or governmental organization in international work preferred; field experience in a developing country a plus
- Proven ability to manage complex organizational relationships and transnational networks
- Proven ability to consolidate information from multiple sources
- Excellent written and spoken English, communication and interpersonal skills
- Detail-oriented, with ability to review documents meticulously
- Strong organizational and communication skills
- Strong sense of accountability and discipline in remote work situation
- Highly proficient in MS Word, Excel, PowerPoint, and editing and formatting
- Ability to work effectively both independently and as part of a team
- Highly proficient in maintaining social media platforms and application of multimedia
- Highly proficient research skills



TO APPLY: Submit a cover letter and resume to internship@episcopalrelief.org with the subject line "Gender Initiatives Cluster Internship." Only qualified applicants will be contacted. For more information, please visit our website at www.episcopalrelief.org.

** Episcopal Relief & Development provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation or any other legally protected status.*

Episcopal Relief & Development offers reasonable accommodations in the hiring and employment process for individuals with disabilities. If you need assistance in the application or hiring process to accommodate a disability, you may request an accommodation at any time.