

Summer Fellow

Job Title:	Handicap International Summer Fellow
Reports To:	Senior Development Officer
Number of Direct Subordinates:	None
Location:	Silver Spring, MD
Hourly wage:	Commensurate with experience

Purpose

With career aspirations in international development, this foundation internship will expose the ideal candidate to one of the world's most successful international NGOs. Funded by a generous grant from the Hilton Foundation, The Handicap International Summer Fellow will gain knowledge and understanding of the organizational structure and functioning of an international NGO, notably relating to disability and development. This will be achieved through a variety of activities related to advocacy, communications, fundraising, institutional funding, technical support and administration to help Handicap International U.S. succeed in bringing more attention and resources to the hundreds of thousands of people we work with all over the world.

The Fellow will gain a better understanding of the multiple sectors of international development, including emergency response, human rights, prevention & health, inclusion, and rehabilitation. The Fellow will gain experience conducting the analysis and research needed to identify institutional donor trends, and to develop funding strategies for country programs.

This is an excellent opportunity to balance a variety of objectives and deadlines, to practice time management, and to gain a portfolio of published work and internal reports.

Handicap International welcomes the new perspective and fresh ideas that a Summer Fellow would bring to the organization. The fellowship will be a mutually beneficial learning experience for the fellow and for the staff at Handicap International.

About Handicap International

Handicap International is an international humanitarian organization that works to improve the living conditions of people living in disabling situations in post-conflict or low income countries. Founded in France in 1982, the Handicap International Federation now has over 3,350 personnel working in about 60 low-income countries. Eight national associations, based in France, Switzerland, Belgium, Germany, Luxembourg, Great Britain, Canada and the United States, provide overall support for the field programs, which are implemented through the Federation headquarters in Lyon, France.

Handicap International programs reduce and address the consequences of disabling accidents and diseases; clear landmines and unexploded ordnance and prevent mine-related accidents through education; respond fast and effectively to natural and civil disasters in order to limit serious and permanent injustices and assist survivors with social and economic reintegration; and advocate for the universal recognition of the rights of the disabled through national planning and advocacy and for the elimination of landmines and cluster munitions, weapons of war that continue to injure people long after conflicts have ended.

Handicap International (US) is an independent member of the Handicap International Federation, headquartered in Lyon, France. Handicap International (US) is located in Silver Spring, Maryland. Our mission is to support the work of the Handicap International Federation by mobilizing both private and public financial support, representing Handicap International with national and international bi-lateral and multi-lateral institutions based in the U.S., facilitating the recruitment of personnel and raising the organization's profile. Handicap International (US) also engages in education programs with the general public and advocates for U.S. accession to the landmine and cluster munitions treaties, as well as the UN Convention on the Rights of Persons with Disabilities.

About the Hilton Prize Coalition Fellows

The Hilton Prize Coalition (Coalition) Fellows program offers unique opportunities for growth and learning through exposure to various projects both at the Secretariat, Global Impact, and throughout the Coalition network. The Coalition, an independent alliance of the 20 winners of the Conrad N. Hilton Humanitarian Prize, is a network of best-in-class organizations working together to advance their unique missions and to realize significant collective impact in humanitarian assistance, human rights, development, education, and health. The Coalition seeks to leverage the resources, talents, and expertise of each of its members to better achieve their respective missions, to contribute experience and insight to the field through innovation, and to establish and document best practices and thought leadership to be shared with the global NGO and donor communities.

Responsibilities

The Summer Fellow will assist the Handicap International team by working on a range of special projects and actions, for instance:

- **Institutional Funding**
 - Assist in the preparation of information and documents for project reporting (financial and programmatic)
 - Design of new project proposals, and responses to information requests from donors and partner organizations.
 - Support the promotion of our projects through the NGO Aid Map
- **Fundraising**
 - Conduct research and analysis to support the fundraising team, using both internal and external sources.
 - Assist with the preparation and execution of donor communication activities.
- **Marketing & Communications**
 - Conduct benchmark research, and explore emerging communications channels
 - Write and publish new content about the people our projects support
 - Produce and promote other content of interest to our audience
- **Technical support and advocacy**
 - Participate in technical networking activities in and around the Washington D.C. area, noting findings and reporting back to relevant parties in the U.S. and across the Federation
 - Knowledge management: Support knowledge management (KM) components of the HI US technical advisors' work, particularly the learning space within the office.

- **Administration**

- Support the administration team in the general managing of the office, including meeting preparation, supply inventory, some customer relations.
- Maintain a running list of global contacts to support internal communications.

Carry out any other tasks as may be assigned

The successful candidate will also speak regularly with staff at the Hilton Prize Coalition, and will be required to complete 25-hours of online training with DisasterReady.org. At the end of the Fellowship, he/she will submit a blog post for the Hilton Prize Coalition website, and will produce a final report of the Fellowship experience to the Hilton Prize Coalition.

Qualifications

- Current student or recent graduate of a Bachelor's program
- Demonstrated ability to conduct effective and timely research
- Strong interest in global development
- Competency in MS Word, Excel, and Outlook
- Excellent interpersonal skills, highly organized, good attention to detail, independent worker, self-motivated and able to handle multiple tasks simultaneously;
- Excellent written English
- Strong copyediting and/or proofreading skills:
- Experience with disability related issues preferred
- Internet research skills

Must be available to work for at least 25 hours a week, for 8-12 weeks, starting in May 2016.

Must have permission and documentation to work in the United States.

Handicap International is an equal opportunity employer. People with disabilities are encouraged to apply.

Interns are considered ineligible for medical and dental benefits, along with certain other benefits that apply to Handicap International employees. Interns should understand that internships at Handicap International do not constitute an offer of full-time or permanent employment.

Please send a CV and cover letter explaining your interest in the position, and what you hope to learn during the experience, to RecruitComms@handicap-international.us with the subject line "Summer Fellow" by Friday, April 29.