



University of the Middle East Project

66 Church Street, Cambridge, MA 02138

(617) 876-6361 ▪ www.ume.org

Description: International NGO Management Internship (Academic Year)

An intern's role during the academic year involves working on a wide range of activities related to the successful operation of an International Non-Governmental Organization, specifically the areas of *Program Administration* and *Fundraising/Organizational Development*.

Internships are **unpaid**. However, interns are given a level of responsibility and support unusual for undergraduates. They will gain skills in professional correspondence, writing, and publicity (especially internet-based outreach). In addition, interns receive a rich, hands-on understanding of what it is like to work at an international non-profit, especially in the context of the Middle East and North Africa. Interns usually complete their internship having gained a much deeper and more nuanced understanding of the social issues affecting that region.

Specific **tasks** often (but not always) include

- Writing and mailing/posting outreach materials, including letters, blogs, webpages, and official emails
- Internet research on the Middle East and North Africa & foundations/partner organizations
- Managing/maintaining databases in conjunction with UME Staff
- Event coordination (Summer Gala, Holiday Open House) in conjunction with Office Administrator and Executive Director
- Reading & reviewing applications to academic programs (Spring only)
- Ad hoc tasks related to academic program implementation

During their tenure, interns are **expected to**

- *Take steps to learn skills* necessary for completing their tasks (including independent reading/study, technical training, and occasional seminars)(UME will cover the cost of any professional development activities assigned)
- Maintain an *attitude of openness, inclusiveness, and mutual respect* in their professional capacity, taking care to preserve and convey the integrity of UME's mission and values
- Take care to convey *professionalism* in all their endeavors, especially outreach efforts whether written, by phone, or in person

Intern scheduling commitments are flexible. Typically, interns work from 8-20 hours per week during the academic year.

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Interested? Call (617) 876-6361 or email Kirby Reiling (kirby@ume.org)

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