

INTERNSHIP/VOLUNTEER OPPORTUNITY

EMBASSY OF HAITI – Cultural Affairs Section

SPRING/SUMMER 2010

APPLICATION DEADLINE: April 20, 2010 5pm.

POSITION: Communications and Programming Intern

LOCATION: Washington, D.C.



Embassy of Haiti
Washington, DC

DESCRIPTION OF WORKING ENVIRONMENT:

The Cultural Section of the Embassy of Haiti in Washington, DC seeks to promote a greater understanding of Haiti's history and an appreciation of its cultural and artistic contributions.

The Cultural Section helps connect, preserve and promote Haitian art and culture and serve as a link to our cultural institutions and practices. The Cultural Section also assists in obtaining and disseminating information on education in Haiti.

DUTIES/JOB DESCRIPTION:

The intern will assist in various communications and programming tasks. He/she will assist in:

- planning and coordinating cultural events organized and/or sponsored by the Embassy of Haiti,
- writing and editing website material in both English and French,
- compiling and summarizing press information and policy reports,
- interacting with the public, partner organizations, the Government of Haiti

The intern will also conduct administrative tasks as required by the Head of Section.

HOURS:

Part-time (approx. 15 hrs/wk) – beginning late-April 2010. Possibility of a full-time schedule for the summer. Specific details to be negotiated with intern.

REQUIREMENTS:

- Flexibility and an ability to work well independently
- Excellent organizational and interpersonal skills
- Fluent in English and French (spoken, written, read)
- Creole speaking and reading skills preferable
- Proficiency with office suite
- Knowledge of Adobe Creative Suite preferred
- Knowledge of Joomla! web design software a plus
- Strong interest in International Development
- Past cultural programming experience a plus

HOW TO APPLY:

Submit a cover letter and CV to the following address: intern.culture@haiti.org

Please note that this is an unpaid internship. A small stipend will be provided. Thank you for not calling.