

# **RIR&C Assistant to Executive Director Internship**

## About the Program

Results International Research and Consulting offers semester-long and 6-month unpaid internships to current students (undergraduates and graduates) and recent graduates through the student outreach program with Smarter Perspectives and the Society of Global Health Researchers in Action.

## ***Assistant to the Executive Director*** *5-10 hours/week*

This position is ideal for someone who wants to gain experience in fundraising, grant-writing, non-profit management, and working directly with a board.

## **Job Duties**

Support the Executive Director in preparation for meetings, special events, and fundraising  
Assist the Executive Director and staff with the day-to-day operations of the organization  
Provide administrative support to the Executive Director and staff

## ***Minimum Skills and Experience***

Strong communication skills - both verbally and written  
Ability to prioritize and handle multiple projects at once  
Attention to detail  
Professionalism and discretion

**\*\*This position is unpaid.\*\***

## **Application Process:**

1. Please email your resume to [admin@ iReInspire.com](mailto:admin@iReInspire.com) with the title of the Fellowship or Internship you are applying to in the subject line (ex. "APPLICANT: GIS Fellowship").
2. Complete the short application [HERE](#).