



**Internship Title:** CAMFED Development Intern

**Location:** 466 Geary Street, Suite 400, San Francisco, CA 94102, United States (currently remote only)

**Why Join the CAMFED Team?**

CAMFED is an award winning, international non-profit organization working in Ghana, Malawi, Tanzania, Zambia and Zimbabwe to support girls to access education and thrive in school and to enable young women to build livelihoods and lead change. Since our founding in 1993 we have supported over 4.8 million children to go to school and the 178,000 members of the CAMFED Association – young women educated with CAMFED’s support – are at the forefront of our work. Our model works, and we believe in what we do. If you want your work to make an impact on the world, join our team.

**What is the Development Internship Position?**

As the Development Intern, you will play an important role in helping to manage CAMFED’s expanding partnership with Kiva, a micro-lending organization supporting CAMFED Association borrowers. You will also help the Development Team to manage grants, report to donors, analyze data, and secure new funding. Additionally, you will support CAMFED’s internal learning by sharing key research findings, program highlights, and news updates. This position has latitude and responsibility, and your work will have a notable impact on the CAMFED community.

Note: We cannot sponsor visas or pay for relocation. **YOU MUST BE LOCATED IN CALIFORNIA, NEW YORK, WASHINGTON D.C., OR MAINE TO BE CONSIDERED FOR THE POSITION.**

CAMFED is committed to providing equality of opportunity and valuing diversity for all current and prospective staff, volunteers and Board members. We aim to ensure that this commitment, reinforced by our values, is embedded in our day-to-day working practices and our work together.

**Duties and Responsibilities:**

In this role you will work on tasks within the CAMFED USA office, including but not limited to:

- Reviewing profiles for members of CAMFED’s alumnae network in Africa seeking loans through CAMFED’s partnership with Kiva;
- Analyzing data and preparing reports on trends in loans and young women’s businesses supported by Kiva loans;
- Reviewing and summarizing reports on girls’ education, women’s empowerment and related topics in Africa to contribute information to proposals, reports, and internal learning;
- Providing support in writing and editing donor reports and proposals;
- Performing administrative tasks, such as filing in CAMFED’s Salesforce database system; and
- Joining early morning conference calls with CAMFED offices in Africa, the UK, and Canada.

**Qualifications:**

- Excellent writing and editing skills in English and great attention to detail;
- Strong research skills;
- Strong communication skills;
- Data analysis skills;
- Familiarity with international development terminology and resources;



- Familiarity with Microsoft Office, including Excel;
- Ability to work well independently;
- At least a college senior, preferably a post-graduate; and
- Enthusiasm for promoting CAMFED's mission.

**Terms and Conditions:**

- A commitment of 20 hours per week.
- Internships are offered for an initial 4-month period, with the possibility to extend for up to 12 months.
- Interns must be able to work on Mondays or Tuesdays and on Thursdays or Fridays. Additional hours will be set based on the intern's availability and CAMFED's needs.
- Interns must be willing to take part in some early morning calls (if located in California).

**Compensation:**

This is a paid, hourly position.

**Apply:**

Please send your resume and a cover letter outlining your qualifications for this position to [usahr@camfed.org](mailto:usahr@camfed.org) and reference "Development Internship" in the subject line. Please include your first and last name within the file names of your resume and cover letter attachments. Interested applicants should apply by January 31, 2022. CAMFED will contact only those applicants who are selected for an interview.