

Internship Position Description

Executive Office

World Neighbors

Position title: Research-Documentation Intern
Reports to: Scott Killough, VP, Learning and Innovation
Start date: February 2011 **End date:** May 2011

Context: Headquartered in Oklahoma City, World Neighbors is an international development organization striving to eliminate hunger, poverty and disease in some of the most marginalized rural areas of Asia, Africa and Latin America. World Neighbors invests in people and their communities by training and inspiring them to create their own life-changing solutions through programs that combine agriculture, literacy, water, health and environmental protection. Since 1951, more than 25 million people in 45 countries have transformed their lives with the support of World Neighbors.

Position summary: This internship position will work to prepare case study documentation of World Neighbors program experiences in select themes/topics (i.e., rural health, local economic development, etc.) from select World Neighbors program areas from around the world.

Functions:

- Conduct brief literature review of the selected theme.
- Collect and compile existing information from World Neighbors HQ staff.
- Communicate, as necessary, with World Neighbors field staff to compile additional existing data related to the theme.
- Prepare and share outlines and drafts with World Neighbors staff for comment and feedback.
- Finalize draft of case study documentation using the “World Neighbors In Action” format as a model.

Qualifications:

- Must have excellent research, writing, editing and communication skills.
- Sharp attention to detail.
- Ability to work independently and as part of a team.
- Ability to manage multiple aspects of the work.
- Computer skills – MS Word, MS Outlook, Web browsing, general data entry experience is essential.

Additional information:

- This position is an unpaid internship but may earn college credit for the work completed.

All World Neighbors internships are non-paid opportunities.