Intern, New Voices Fellowship-GHD (2012243)
Aspen Institute, The

**Position Type:** Internship (Fall or Spring Part-Time)

**Desired Major(s):** All Majors

**Location:** Washington, District of Columbia (United States)

**Description:** The Aspen Institute mission is twofold: to foster values-based leadership, encouraging individuals to reflect on the ideals and ideas that define a good society, and to provide a neutral and balanced venue for discussing and acting on critical issues.

The Aspen Institute does this primarily in four ways:

- Seminars, which help participants reflect on what they think makes a good society, thereby deepening knowledge, broadening perspectives and enhancing their capacity to solve the problems leaders face.
- Young-leader fellowships around the globe, which bring a selected class of proven leaders together for an intense multi-year program and commitment. The fellows become better leaders and apply their skills to significant challenges.
- Policy programs, which serve as nonpartisan forums for analysis, consensus building, and problem solving on a wide variety of issues.
- Public conferences and events, which provide a commons for people to share ideas.

The Institute is headquartered in Washington, DC, and has campuses in Aspen, Colorado, New York and on the Wye River near the shores of the Chesapeake Bay in Maryland

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**Position Title:** Intern, New Voices Fellowship
**Program/Dept:** Aspen Global Health and Development, a program of The Aspen Institute
**Position Location:** Washington, DC
**Full time/part time:** 16 - 40 hours/week between 9am-5pm (Paid)
**Time Frame:** September – December 2014, with possibility of extension
The Aspen Institute, The Aspen Institute is an educational and policy studies organization based in Washington, DC. Its mission is to foster leadership based on enduring values and to provide a nonpartisan venue for dealing with critical issues. The Institute has campuses in Aspen, Colorado, and on the Wye River on Maryland’s Eastern Shore. It also maintains offices in New York City and has an international network of partners.

Aspen Global Health and Development (GHD), one of 36 policy programs within The Aspen Institute, helps to build innovative strategies for global health and poverty alleviation. GHD supports leadership in health and food security in low and middle income countries and promotes creative solutions to address global health, hunger and poverty at a significant scale (www.aspeninstitute.org/GHD). GHD has programs in the following areas: the global health workforce crisis, policy innovations to address the challenges of global health worker migration, women’s global health including maternal mortality and reproductive health, community based models of financing for health, aid effectiveness in development assistance for health, and advancing smallholder commercial agricultural production in Africa to promote food security and trade.

Overview of Responsibilities:

This position will work with GHD’s New Voices Fellowship. The Fellowship is a groundbreaking initiative designed to bring more expert voices from the developing world into the global development discussion. It offers development experts from Africa and other parts of the developing world a year-long program of media support, training, research and writing under the guidance of experienced mentors and trainers. Read more here.

GHD is seeking an organized, self-starting intern with strong detail orientation and research skills to work closely with the program staff and support New Voices program activities. Ideally, the intern will possess a familiarity with issues around
Essential duties will include:

- **Monitoring and evaluation assistance**
  - Gather data on Fellows’ previous and current media appearances for grant reporting.

- **Communications assistance**
  - Collect articles relevant to Fellows’ expertise
  - Stay abreast of current global health and development policy
  - Gather information on upcoming conferences and speaking opportunities for Fellows

- **Research, drafting and editing**
  - Keep abreast of news and current trends in global family planning and international development, disseminate information on key issues to team members.
  - Attend relevant events in D.C. and draft summaries of events attended in an accessible, organized format.
  - Support GHD staff with document formatting, printing, copying, and other administrative tasks.

- **Meeting Planning**
- Assist in planning events, including supporting on venue logistics, catering, travel arrangements, name tag printing, materials preparation, and day-of support.

- **Website maintenance**
  - Support GHD teams with website updates, drafting and updating content as needed (no html experience necessary).

- **Data management**
  - Update and organize data in the Salesforce database.
  - Assist in event strategy, planning, and monitoring and evaluation by categorizing and tracking participants for New Voices events.
  - Help innovate new opportunities for streamlining data, being more strategic and saving time.

**Qualifications:**

- Current undergraduate or graduate student, or a recent graduate. Degree in international relations, public health, political science, environmental studies, journalism, or a related field preferred.

- Demonstrated interest in international development and international public health policy.

- Support for and knowledge of Aspen GHD’s mission and programs.

- Excellent writing and communications skills.
Highly organized, with the ability to work independently and manage multiple priorities.

Strong research and document formatting skills.

Ability to work well in a team.

Proficiency in Microsoft Word and Excel.

Social media and web experience a plus.

Video editing skills a plus

To apply:

Please submit the following documents on our career page www.aspeninstitute.org/about/jobs

1. Resume

2. Cover letter highlighting your interest in the New Voices Fellowship internship and your qualifications for the position.

3. Writing sample demonstrating your ability to independently research, analyze and communicate complex topics.

NO Phone Calls Please

The Aspen Institute is an Equal Opportunity Employer and complies with all District and Federal laws.
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<th><strong>Job Function:</strong></th>
<th>Administrative/Support Services, Other</th>
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<td><strong>Desired Class Level(s):</strong></td>
<td>Freshman, Sophomore, Junior, Senior, Masters Candidate, Doctoral Candidate, Post Doctorate, Recent Grad (up to 3 years out), Alumnus/a (beyond 3 years out)</td>
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