



## **OVERVIEW**

Global Fund for Children partners to build a world where all youth are safe, strong, and valued. We pursue this mission by investing in innovative, locally led organizations, helping them deepen their impact and build their capacity for social change. To further advance and protect the rights of children and youth, GFC supports its partners to engage in grassroots advocacy initiatives to effect policy change from the local level. Since our founding nearly 25 years ago, GFC has invested nearly \$40 million in over 600 grassroots organization around the world. Our work advances the rights of children and youth across four focus areas: education; gender equity; youth empowerment; and freedom from violence and exploitation.

## **CAPACITY DEVELOPMENT PAID GRADUATE INTERNSHIP**

Global Fund for Children seeks a graduate student with a passion for strengthening grassroots organizations to join our team for the fall semester starting in August 2019. As an intern, you will join us in revamping our capacity development delivery through the creation of materials and programming for our grassroots partners with a specific focus on launching tailored child safeguarding programming.

The internship is approximately 20-24 hours per week for \$15/hour through December and will report directly to GFC's Program Officer for Advocacy and Movement Building, working in close collaboration with key team members on the programs and functional teams.

## **INTERNSHIP LEARNING OPPORTUNITIES**

Potential assignments include the following and will be tailored to your experience, strengths, and passions:

- *Advance global child safeguarding efforts with grassroots partners working closely with our Child Safeguarding Lead based in the U.K.:*
  - Create a 'how-to' guide and related materials about child safeguarding for grassroots partners
  - Design a training module for our team to implement with grassroots partners, including youth-led organizations
  - Assist in promoting and developing a child safeguarding webinar
  - Design branded materials in collaboration with Marketing and Communications
  - Work with teams to translate materials to Spanish and French
- *Develop onboarding and capacity development resources for new and current partners in collaboration with our Capacity Development Advisor based in Hong Kong:*

- Revamp our welcome packet with additional capacity development resources, such as resources for emergency support and physical/digital security for human rights defenders
- Create a transition packet for graduating partners
- Design branded materials in collaboration with Marketing and Communications
- Work with teams to translate materials to Spanish and French
- *Explore new capacity development areas to further strengthen partner organizations:*
  - Research ways to connect and build community and share resources among current and alumni partners
  - Guide internal planning about how GFC support teams can engage in capacity development with programs team and partners
  - Develop tools to expand and deepen capacity assessment and development around key areas like network strengthening, systems thinking, adaptive management, advocacy, and learning organizations
- Assist with grantmaking and project related activities as needed
- Other duties as assigned and creative ideas welcomed

### **IDEAL CANDIDATE PROFILE**

- Graduate student in the field of International Development, Organizational Development, Human Rights, Public Administration, Social Entrepreneurship or other related field
- Knowledge and experience with child safeguarding and protection
- Experience working or volunteering with grassroots NGOs
- Experience using participatory methodologies to design and facilitate workshops and materials
- Strong interpersonal and inter-cultural skills and the ability to interact with individuals from different backgrounds
- Strong project management and organizational skills
- Strong writing, research and analytic skills
- Fluency in MS Office applications including Word, Excel and PowerPoint and ability to learn database programs, including GIFTS online
- Sense of humor
- Love of continuous learning
- Previous experience working with children or youth
- Working proficiency of Spanish and/or French desired

The Global Fund for Children is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

### **COMPENSATION:**

- \$15 per hour
- Position is funded through December 20, 2019

**LOCATION:** Washington, DC

### **HIRING PROCESS & TIMELINE:**

Please visit our website at [www.globalfundforchildren.org](http://www.globalfundforchildren.org) to learn more. To apply, please submit

your cover letter, resume, and writing sample (particularly any handbook or curriculum you have created) to [careers@globalfundforchildren.org](mailto:careers@globalfundforchildren.org) with "Capacity Development Graduate Intern" in your subject line. Applications will be considered on a rolling basis. Candidates are encouraged to submit applications as early as possible. Only short-listed candidates will be contacted. This position has a flexible start date in August 2019.