



**AMAR International Charitable Foundation
in the United States of America (AMAR U.S.)**
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Advertisement for Programs Assistant (Voluntary Spring Internship, Part-time or Full-Time)

Internship Dates: February to mid-May 2019

Application Deadline: Sunday January 13, 2019, 11:59pm; however, applications will be reviewed on a rolling basis

Location: 1601 R Street NW, 2nd Floor, Washington, DC 20009

To Apply: Please e-mail a cover letter and CV to opportunities@amarfoundation.org, with the subject line 'Spring 2019 Programs Assistant Application'. All complete applications will be acknowledged. Applications not submitted directly to the opportunities@amarfoundation.org email account will be considered incomplete and disqualified.

AMAR U.S. offers full-time and part-time voluntary Programs Assistant positions, lasting 3-4 months, to exceptional candidates with a keen interest in creating long-term sustainable solutions for populations in conflict zones and high-stress areas in the Middle East and elsewhere.

Programs Assistant interns will primarily assist with the management and reporting on AMAR U.S. programs, including researching and applying for grants from various donors. This will include the attendance of public events to develop and maintain knowledge of relevant Middle Eastern development issues as well as innovative culturally-sensitive best practices for AMAR programming.

Programs Assistants will place a high value on capacity-building and institution-building through the provision of innovative health, education and empowerment initiatives as tools for stabilization, conflict resolution and human rights promotion. Programs Assistants will also receive a gratifying understanding of non-profit work by occasionally supporting digital media and communications aspects of the work of AMAR U.S. Please see overleaf for key responsibilities and skills required.

About AMAR U.S.

AMAR U.S. was founded in 2010 as the American affiliate of the AMAR International Charitable Foundation, a British charity providing health and educational services in the Middle East and South Asia since 1991. Today AMAR is the premier charity rebuilding lives in Iraq, specializing in [health care services](#), [education](#), [human rights](#), [women's empowerment](#) and [vocational training and livelihoods](#), and [emergency relief](#). Our programs reach over 600,000 people in the most disadvantaged areas of Iraq. AMAR U.S. currently has major ongoing projects to provide psychosocial support to women and girl victims of ISIS; to create new economic opportunities for youth, including IDPs and IDP host communities, through skills training workshops; and to ensure IDP families have safe access to water, food, and hygiene products. AMAR is continually developing new programs to relieve poverty and suffering in some of the world's most troubled regions.

For more information on the AMAR internship experience, you can also read '[That Hopey Changey Thing](#)', a summary of Zoe Dobkin's Summer 2013 internship with AMAR published in Georgetown University's 'Feminists-at-large' blog.

Website: <http://www.amarfoundation.org/en-us>

Facebook: [facebook.com/amarus](https://www.facebook.com/amarus)

Twitter: [@AMAR_ICF_USA](https://twitter.com/AMAR_ICF_USA)

Instagram: [@amaricfusa](https://www.instagram.com/amaricfusa)

The position is voluntary. Volunteers receive a SmarTrip Card for travel to and from work for the duration of their internship.

Programs Assistants will support the work of the Programs team, consisting of the Programs Officer and Programs Associates, and assist with various program management and grant management tasks to ensure the continued success of AMAR projects.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES:

- Help manage existing and future projects with US-based donors, including drafting reports, working on budgets, and analyzing survey data;
- Research and apply for grants and new sources of funding from governmental, institutional, corporate, and private donors;
- Develop briefs on issues relevant to AMAR, including Middle Eastern news and international development updates;
- Prepare presentations of AMAR projects and ‘the AMAR model’ in a variety of formats – PowerPoint, briefing reports, etc.;
- Attend meetings and events relevant to AMAR areas of interest, taking notes and drafting official minutes where appropriate;
- Arrange travel, meetings, and appointments; and
- General administrative and other ad hoc tasks.

KEY QUALITIES AND REQUIRED SKILLS:

- Vested interest in program management and implementation;
- Demonstrated strong writing skills, including the ability to produce high-quality work for deadlines and to balance multiple commitments in an organized and efficient manner;
- Experience copyediting, with specific attention to detail;
- High level of numeracy, with experience in data entry and with dealing with large amounts of data;
- Proficiency with the Microsoft Office suite, specifically Microsoft Word, Outlook, and Excel;
- Excellent interpersonal and communicative skills;
- Ability to work independently, with good planning skills, time management, attention to detail, and an ability to prioritize; and
- Commitment to core human rights values, tolerance, and diversity.

PREFERRED SKILLS:

- Basic experience with program management, including the development of grant proposals and donor reports;
- Basic experience with data organization and analysis;
- Working knowledge of statistics programs, such as Stata; and
- Working knowledge of written Arabic or Kurdish.