



Reference Data Research Intern/Volunteer

Description

Beyond Borders is a progressive DC-based nonprofit organization committed to promoting social justice in and for Haiti. Our development team is seeking a volunteer or a volunteer intern to conduct desk research and create a catalogue of relevant studies to be used for citation in grant proposals. This is a volunteer internship. Learn more about Beyond Borders' work to end child slavery, prevent violence against women and girls, and promote access to quality education on our [website](#).

Responsibilities:

1. Seek and catalogue research relevant to Beyond Borders' program themes and Haiti.
2. Read research reports to identify and catalogue data citations for use in proposal development.
3. Set up and maintain cataloguing systems.

Requirements:

- Appropriate candidates will be extremely organized and detail-oriented, with superior time management and communications skills
- Proficiency with Microsoft Office tools and Google applications, particularly spreadsheets
- Facility with navigating online search engines
- Committed to Beyond Borders' mission and vision, which can be found [here](#)
- Ability to work remotely or out of Beyond Borders' [Washington, DC office](#).

Preferred:

- Interest in issues of social justice, human rights and international development
- An understanding and commitment to Haiti
- Facility with Haitian Creole and/or French

To apply, please send your resume and a cover letter explaining why this position interests you to Kristie van de Wetering at k.vandewetering@beyondborders.net with **Application: Grant Prospecting Research Internship** in the subject line.

Beyond Borders is an equal opportunity employer - diverse candidates including, people of color, women and members of other historically marginalized groups are encouraged to apply.