**Church World Service, Inc.**

**Category: Intern to the Haiti Advocacy Working Group (HAWG)**

**Location: Washington DC**

**Team: Policy and Advocacy**

**Time Commitment: Minimum of 20 hours per week**

CWS is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, gender identity, genetic information, disability or protected veteran status. Applicants from the Haitian American community are encouraged to apply.

This is an unpaid internship. Applicants must be enrolled into an accredited course for which course credits are given for up to 20 hours of work per week. Travel costs will be reimbursed to a maximum of $300 per semester.

The Haiti Advocacy Working Group (HAWG) is a working group of international development, faith based, human rights and social justice organizations advocating on issues related to U.S – Haiti policy. It has advocated for the last five years for a just reconstruction in Haiti, following the devastating earthquake in the country in January 2010.

**To Apply:**  
Please visit the link below to apply directly online to this position.  
  
[INSERTLINK](http://cws.applicantstack.com/x/apply/a2h9xboxfayq)

Please note that CWS does not accept resumes for positions that are not posted.  All applicants are required to submit their resume using the on-line applicant tracking system.

**Communications**  
CWS uses ApplicantStack for all communications, please be sure to check your e-mail frequently and please check your junk/spam folder. *Due to the volume of applications that we receive, only those individuals shortlisted will be contacted.*

**Primary Purpose:**

This internship will be to provide support for the Haiti Advocacy Working Group (HAWG). Intern will provide administrative, logistic, translation and other support to members of the Group, co-chairs and leaders of HAWG sub-groups. The position will be primarily housed at the CWS office. Overall management will be by Church World Service and Mennonite Central Committee.

**Essential Duties:**

* Attendance at HAWG meetings; preparation of notes and summary of action items; follow up.
* Keeping in touch with the HAWG members/Haiti partners
* Regular updating of the HAWG website (in construction)
* Translation of HAWG notes, key news items, and action points into Haitian Kreyol (French if Kreyol speaking intern is not available)
* coordination of logistics and event organization relating to HAWG events
* circulation of weekly news summary on Haiti and Haitian issues in the broader Caribbean/USA
* organization of logistics for visiting Haitians
* ongoing research on HAWG thematic issues including: cholera and WASH; Assessing Progress in Haiti; Housing; Land use (including Caracol); development models and the the role of the multilaterals banks; gender equity and equality in Haiti; humanitarian issues
* Attendance at HAWG subgroup meetings and participation in calls
* Assistance with the elaboration of policy, advocacy and communications briefs on various issues pertinent to humanitarian and development challenges in Haiti and Climate Change.
* Providing support on media strategies
* Arranging meetings with USG offices and others
* Attendance at relevant meetings
* Assists with other reasonable duties as requested.

**Skills:**

* Interest in or experience of working on Haiti and Caribbean development, development & humanitarian, human rights, governance, gender, IFIs.
* Analytical skills
* Excellent writing skills
* Competency in written and spoken Haitian Kreyol (preferably) French
* Ability to work as a team player in a culturally diverse environment.
* Capable of multi-tasking, patient and detail-oriented;
* Ability to work independently with limited supervision;
* Ability to use word processing and budgeting applications.
* Ability to write well and communicate fluently in English