



*Vers la productivité et dignité humaine. Towards human productivity and dignity.
Hacia la productividad y dignidad humana.*

VOLUNTEER/INTERNSHIP PROGRAM
International Affairs

OPPORTUNITY NOTICE

INTERNATIONAL EXECUTIVE LIAISON—DOMINICAN REPUBLIC

Position & Assignment: The Batey Relief Alliance (BRA) seeks to recruit highly motivated, disciplined and learned interns to work as **INTERNATIONAL EXECUTIVE LIAISONS** at its Dominican Republic's Headquarters.

Duration: (2-6 months) or (1 year)

Work schedule: 9-5 (M-F)

Location address: BRA Dominicana – Max Enriquez Ureña, No. 80 – Edificio Enca, Suite 201-A – Sector Piantini, Santo Domingo – Republica Dominicana

Responsibilities: Qualified candidates will perform the following tasks: 1) set up and coordinate overseas mission trips, 2) translate correspondence and reports, 3) coordinate office work with local staff, 4) attend meetings, 5) perform research, 6) write project reports, grant proposals and press releases, and 7) liaise between BRA's CEO and local office.

Qualifications and skills

- College undergrads or graduates in International/public Affairs, Latin American Studies, Public Health/Policy Research, etc.
- Experience in writing grant proposals and program reports for non-profit/NGO organizations
- Excellent speaking, writing and computer skills
- Knowledge of global public health work and policies, international/Latin American affairs, etc.
- Bilingual (Spanish and English a+)
- Computer and internet literate (a+)
- Experience working abroad, particularly in a developing country

Application requirements: Submit: 1) one letter of recommendation (faculty/employer), 2) a two—page personal statement about the candidates' general interests in international work and special goals in the internship assignment, and 3) a resume.

Compensation: Benefit includes, but not limited to, school credits, if the Dean of students submits all proper forms. Candidates will be provided with the unique opportunity to be directly involved in international work, to use their academic skills and experience to enhance international living, and to use their internship experience to pursue careers in government, public health, international organizations, media, etc. BRA's Executive Director and/or CEO will carefully provide direct supervision to all interns.

Costs: Interns are responsible for their own travel, lodging and meals, ground transportation and insurance expenses. BRA will assist interns, when asked, with securing affordable housing in the DR.

BRA highly encourages all candidates to do home-based fundraising to secure sufficient funds to cover their internship expenses.

The Batey Relief Alliance: Founded in 1997, BRA is a non-profit, non-political, humanitarian aid organization addressing the socio-economic needs of children and families severely affected by poverty, disease, and hunger in Haiti and the Dominican Republic. BRA operates health care facilities and runs preventive health programs in Primary Care, HIV/AIDS, Tuberculosis, Blindness, Nutrition, Gender-based violence, Health Crisis Education, Water/Sanitation. Other BRA programs include community economic development and agricultural cooperative. Visit BRA: www.bateyrelief.org

Contact: Ulrick Gaillard, CEO at bra@bateyrelief.org or (917) 627-5026.