



*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 Education and Awareness

Position & Assignment: The Batey Relief Alliance—BRA seeks to recruit two (2) highly motivated, disciplined and learned interns to work as International Education Associates in New York. The assignment is: **Organizing BRA's international conference in New York.**

Responsibilities: Qualified candidates will perform tasks including, 1) analyzing and evaluating with BRA's CEO the overall program plan/objectives, topics to be addressed, and venue and date of conference, 2) creating a committee to assist in logistics, fundraising, publication, mailing, publicity, media, etc., 3) searching and securing venue, 4) searching and selecting with BRA's CEO panelists, 5) following-up with panelists, sponsors, donors, etc., 6) hosting conference, 7) sending out thank-you letters, 8) ensuring publication of conference, 9) writing end-project report.

Qualifications

- Graduate program in International/public Affairs, Public Health/Policy Research, etc.
- Have the ability to organize event within a one year-preparation window
- Have experience in writing grant proposals for non-profit/NGO organizations
- Have excellent speaking, writing, computer and internet skills
- Have ample knowledge of global public health work and policies
- Be bilingual (Spanish and English a+)

Application process: Submit: 1) one official letter from the dean accepting to offer credit for the internship, 2) two letters of recommendation (faculty/employer), and 3) a two—page personal statement about the candidates' general interests in international work and special goals in the internship assignment.

Duration of Internship: One year, **Venue of Internship:** New York, **Work Schedules:** Flexible between 15 to 30 hours a week. Home-based work is acceptable.

Purpose of conference: Raise public awareness within the US about poverty issues affecting Latin America and the Caribbean and BRA's humanitarian response. Offer students/faculty with opportunity to participate/share their viewpoints with scholars, community leaders and international organizers in the address of issues and the carving of resolutions.

Compensation: The internship is non-paid. School credits can be arranged. Accepting 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 work experience to pursue careers in government, international organizations, media, etc. BRA's CEO will carefully provide direct supervision to all interns.

The Batey Relief Alliance: Humanitarian aid organization addressing the socio-economic needs of children and families severely affected by poverty, disease and hunger in the Caribbean, including those who live in the bateyes of the Dominican Republic. BRA operates health care facilities, and runs preventive health programs in HIV/AIDS, Tuberculosis, Food Security, Blindness, Gender-based violence, Health Crisis Education, Water/Sanitation, etc.

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