The Center for Health and Gender Equity (CHANGE) is a U.S.-based advocacy organization whose mission is to ensure that U.S. international policies and programs promote sexual and reproductive health within a human rights framework for women and girls worldwide. We envision a world where sexual and reproductive health and rights are universally recognized and sexual and reproductive health care is accessible and available to all. CHANGE strives to hold the U.S. accountable for its foreign policies affecting the health and wellbeing of women and promote positive policy changes.

The Program Intern position will provide the right individual with an opportunity to gain significant hands-on experience in legislative and policy analysis and government relations, grassroots outreach, communications and website development, and administrative support. The Program Intern will gain unique insight into the strategic and programmatic components necessary for a small organization to effect positive political change as well as develop a critical understanding of how the policies of the United States and other donor governments and agencies affect the health and lives of women and girls worldwide.

**Primary Duties and Responsibilities:**

- Work with CHANGE’s Policy and Outreach Associate in implementing education and outreach activities
- Assist the Director of Public Policy with research, maintaining congressional contacts and organizing events on the Hill
- Help maintain the organization’s databases
- Assist in tracking major media relevant to CHANGE’s work
- Work with CHANGE’s program staff to update websites
- Attend and report on community and Hill meetings and briefings
- Support research efforts by assisting in the management and collection of relevant data
- Provide administrative support for the organization, such as answering phones and general reception
- Other duties as assigned

**Minimum Qualifications:**

- Pursuing or possessing a BA or BS
- Excellent written and oral communications skills
- Strong critical thinking and analysis abilities
- Familiarity with Microsoft Word and Excel
- Ability to multitask and organize various projects
- Background or demonstrated interest in women’s rights, reproductive and sexual health and rights, human rights and/or public health
- Commitment to CHANGE’s mission and high standards of performance

**Salary and benefits:** We provide a stipend; no benefits.
Dates: To be determined by the intern and CHANGE staff – usually 40 hours per week from early June through August.

Application Deadline: April 1, 2015

How to apply: Please send a cover letter including a summary of relevant past experience and qualifications for and interest in this position and current résumé. Email applications should be sent to change@genderhealth.org (Please put “Program Intern Summer 2015” in the subject line). No phone calls please!

The Center for Health and Gender Equity is an equal opportunity employer. To learn more about CHANGE, please visit www.genderhealth.org.