

Program Support Internship (10 hours per week)

About Maestral International

Maestral International is a growing team of leading global experts supporting the development, strengthening and coordination of child protection and social welfare systems that meet the needs of children in adversity. We work to strengthen community-based and nationally-owned systems for preventing and responding to harm and supporting children at risk. Maestral provides cutting-edge, relevant and effective technical expertise that helps communities and nations to protect children from violence, abuse, exploitation and neglect, while ensuring that all their children are cared for in safe and appropriate family or alternative care settings. More information can be found at www.maestral.org.

Maestral prepares and submits proposals for a wide range of child protection work across the globe, and for a variety of clients (U.N., major NGOs, foundations, and others). Effective proposal development and submission is critical for ensuring that our work is technically sound, meets client requirements, and delivers the greatest benefit to children.

Position Background/Summary

The Program Support Intern will provide proposal development support to Maestral's global operations. S/he will identify new opportunities for Maestral's advisors in its core competency areas, support the related proposal development process and contract acquisition.

This is a good opportunity to learn about global development aid (multilateral/UN, USAID, and private donor) as well as how strategies are developed to address complex social welfare challenges in a wide array of country contexts.

This position reports directly to Maestral's Senior Program Specialist.

Responsibilities and duties

- Search for and distribute new opportunities to Maestral's advisors;
- Review requests for proposals for alignment with Maestral technical experience;
- Support proposal development by setting up proposal templates based on funders' requirements and organizational information;
- Complete required organizational forms to support application submissions;
- Maintain Maestral's database of external consultants and partner organizations;
- Other proposal support, as needed by the Senior Program Specialist

This internship will be compensated. We also strive for this role to be a learning opportunity to assist the team member with his/her further studies and professional goals.

Competencies, qualifications and requirements

General competencies: This individual must serve with integrity and be willing to sign Maestral's Child Protection Policy. S/he must cultivate and maintain positive and constructive relationships and must model behavior that supports Maestral's accountability in its work to make a positive difference in the lives of children.

Qualifications: The position qualifications include:

- Bachelor's Degree and at least two years of work experience – position might particularly appeal to those with or seeking advanced degrees in public health, political/social science or international relations, social work.
- Accountable self-starter with strong work ethic with ability to work independently and in a very small office, noting that its advisors are based around the world.
- Strong writing, analytical, verbal and written communication skills.
- Proposal development experience an asset.
- Effective time management skills, highly organized, thorough, able to multitask and prioritize work load.
- Great attention to detail.
- Proficient with Microsoft Office suite (Word, Excel, PowerPoint).
- Knowledge of international organizations and/or child welfare are assets but not required.

Requirements: The person holding this position must be legally authorized to work in the United States at the time of the assumption of this position.

Application procedure

Please send a resume, two references and a writing sample to Joanna Ison, Senior Program Specialist, at jison@maestral.org.

The estimated length of this internship is three to four months, to be finalized with the candidate during the selection process.

Disclaimer:

This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

Maestral International is an equal opportunity employer.