



Internship Description

GFDD Research Assistant

Global Foundation for Democracy and Development (GFDD) and its sister organization in the Dominican Republic, la Fundación Global Democracia y Desarrollo (FUNGLODE), designs and implements projects and programs that contribute to the social, economic and democratic development of the Dominican Republic and the Region.

Under the supervision of the GFDD New York Director, the Research Assistant will have the opportunity to join an international and multi-disciplinary team, helping to collect important data and form key relationships with members of the Dominican community in the United States.

About the position

The internship position of Research Assistant is an ongoing, part-time position, beginning on September 17, 2014 for a minimum of 12 hours per week. Interns will be granted vacation time for Federal holidays and upon request, as deemed appropriate by the GFDD NY Director. The internship is unpaid, but GFDD will provide the intern with a monthly unlimited MetroCard to travel to work, and an occasional meal allowance. The Research Assistant will have his or her own desk space with internet connection at GFDD's Midtown New York City office at 780 Third Avenue.

Responsibilities:

- Research and maintain a database of information about members in the Dominican community in the United States sorted by area and field of interest.
- Update online contact databases and Excel files
- Attend GFDD events around the NY metro area in order to get acquainted with the Dominican community surrounding GFDD
- Assist in other tasks related to GFDD

About the applicant

Candidates for this position should have an interest in research and in the Dominican diaspora community. This position requires a person able to handle a fast-paced work environment with excellent organizational skills, attention to detail and a capacity for planning ahead. Good communications skills (both written and oral) are a must. An interest in International Issues (specifically Caribbean or Dominican issues) is preferred, but not required. He or she must have the ability to work both in a team and independently, with a background in basic office functions. English-Spanish bilingual candidates are encouraged to apply.

Number of positions available: 2

Start Date: September 17, 2014

End Date: Open