



1608 Rhode Island Avenue, NW  
3rd Floor  
Washington, DC 20036

## **INTERNSHIP OPPORTUNITY**

**Received – 4/17/06**

### **Inter-American Dialogue**

The Inter-American Dialogue offers full and part-time volunteer internships in the fall, spring and summer semesters for students interested in the dynamics of inter-American relations. The Dialogue is a forum for sustained exchange among leaders of the Western Hemisphere and an independent, nonpartisan center for policy analysis on economic and political relations in the Americas. It regularly convenes U.S. and Latin American leaders from the public and private sectors and diverse political perspectives to search for cooperative responses to hemispheric problems. Covering a wide scope of issues, it is engaged in an ambitious effort to improve the quality of debate and decision making on U.S.-Latin American relations and to promote new opportunities for hemispheric political, social, and economic cooperation.

#### Responsibilities:

- As assigned, assist the president, associates and staff with research and writing on current issues affecting U.S.-Latin American relations. Program areas include: democracy and human rights, multilateral governance, trade and economic relations, women leaders, and education policy reform. Country specific and regional topics (i.e. Central America, Cuba, Brazil and Peru) are also monitored
- Attend and report on Washington-area briefings, working groups, and meetings;
- Write articles for Dialogue/Diálogo, the newsletter of the Inter-American Dialogue;
- Perform administrative tasks including: compiling press clippings, assisting in conference organization and outreach, editing and translating documents, and intermittent copying, faxing and mailings.

#### Qualifications:

- Undergraduate or graduate students majoring in the social sciences with a focus on Latin America/Caribbean;
- Demonstrated research and writing ability, plus excellent communications skills;
- Interest in the economic, social, and political issues affecting the Americas;
- Proficiency in English and Spanish and/or Portuguese;
- Computer proficiency in MSWord, Excel and the Internet.

#### Duration:

A minimum of eight 16-20 hour weeks are required during the fall and spring semesters. Summer interns are expected to work full-time (30-40 hours per week).

To Apply:

Please submit a cover letter, resume, brief writing sample (1-2 pages) and one letter of recommendation to the "Internship Coordinator" at the address below. Applications are accepted throughout the year however please note the following deadlines for each term:

Summer – March 1

Fall – August 15

Spring - November 15

Contact:

Inter-American Dialogue

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