



Bretton Woods Committee Research & Program Intern Job Description

The **Bretton Woods Committee** is the non-partisan network of prominent global citizens, which works to demonstrate the value of international economic cooperation and to foster strong, effective Bretton Woods institutions as forces for global well-being.

The Committee seeks the help of 2-3 interns each semester to support the Committee's programs and operations. Individuals who wish to gain a wide range of hands-on experiences and to learn about the individuals and organizations shaping the future of the international financial institutions are encouraged to apply. The internship pays a \$500 stipend.

Responsibilities may include:

- Research and create background materials for Committee staff and leadership on key issues and institutions in international trade, finance, and development.
- Assist in the planning and execution of Committee programs including researching and developing program themes and topics; drafting background and promotional materials; creating speaker preparatory materials; and logistics support.
- Support the Committee's membership recruitment strategy by researching high-level leaders in the fields of international finance, trade, and development.
- Track relevant U.S. legislation as it pertains to the work of the Committee.
- Manage the Committee's digital communication strategy including content creation and process development to improve the Committee's website and social media communications.
- Assist in the preparation of the Committee's internal and external communication tools including its quarterly newsletter and other member communications.
- Support the daily administrative tasks of the office including data entry, mailings, etc.
- Other duties as assigned.

Qualifications:

Graduate student or recent graduate in international business, finance, economics, development, political science, or related fields who has:

- Previous office experience.
- A healthy awareness of companies, government actors, and other organizations involved in global finance, trade and development activities.
- A self-driven nature and demonstrated ability to multi-task with minimal supervision.
- Demonstrated excellence in oral and written communication skills in English.
- Excellent knowledge of MS-Office. Knowledge of social media, Drupal, and/or basic HTML helpful but not required.

The Committee is a 501(c)(3) non-profit organization whose funding comes from individuals, companies and other organizations that support its mission and work. The Committee does not receive funding directly from the U.S. government or the Bretton Woods institutions.

How to Apply:

Interested candidates should send a resume, cover letter addressed to Office Manager, and writing sample (2 pages maximum) by [email](#) with subject line: BWC Intern Candidate. Please include your desired beginning and end dates and available number of hours per week in your cover letter. The deadline for submission is **December 16, 2016**.