



MICROCREDIT SUMMIT CAMPAIGN

A Project of RESULTS Educational Fund

Summit & Learning Events Internship

Applications received on a rolling basis

How you will benefit

You will gain a nuanced understanding of the microfinance and financial inclusion sector, particularly who the actors are, what the challenges and exciting innovations are, and how the sector is evolving to better serve the interest of the extreme poor.

You will have opportunities to interact directly with major microfinance actors, as well as to attend learning events and seminars in the DC area.

You will learn about various issues that concern microfinance practitioners, such as social performance, health integration, and gender empowerment.

You will be an integral part of a close-knit and fast-paced team, observing the inner-workings of a development organization.

You will hone in your organizational skills as well as research—from helping coordinate all aspects of an international gathering to conducting research on the biggest innovations in the field of microfinance for the agenda. You will harness your team building and multitasking skills and experience in event coordination.

What you will do

You will support the Microcredit Summit Campaign's as Summits and Learning Events intern with a view to organizing this year's Summit and related learning events that will help guide the innovations and confront the challenges in the field of microfinance by,

- Helping to coordinate all aspects of the Summit and generally assisting the Program Manager and Summit Team in conference-related tasks
- Conducting research of the innovations and challenges in the field and contribute to constructing the learning agenda and creating engaging

The Microcredit Summit Campaign is a global anti-poverty campaign pursuing two goals: 1) reaching 175 million of the world's poorest families with microfinance and 2) helping 100 million families lift themselves out of extreme poverty.

The Campaign convenes a broad array of actors involved with microfinance to promote best practices in the field, to stimulate the exchange of knowledge and to work towards alleviating world poverty through microfinance.

Your impact

As Summit and Learning Events intern, you will

***assist in organizing a
ground-breaking event in
microfinance***

*cultivate relationships with
actors in the field*

***help create a rich and
diverse learning agenda***

*revolutionize our social
media profile*

formats

- Assist in the drafting and development of project-wide documents including e-bulletins, marketing materials, proposals, and other external documents
- Facilitate the creation and dissemination of communications material and assist in the coordination of media outreach
- Cultivating relationships with key stakeholders in the field by recruiting them as presenters, moderators, and sponsors
- Supporting related learning events including field visits and other aspects of the Summit like registration, scholarships, sponsor engagement, etc.
- Translation of documents/ communications material (French required)
- Other support and special projects as related to the overall Campaign as needed

What we will be considering

- Candidates should be able to commit a minimum of 24 hours per week; preference will be given to those who can commit to 40 hours per week.
- Duration:
 - Fall: through December 20; preference to longer commitment.
 - Winter/Spring: January 1 –May 30, preference to those able to stay for the Spring/Summer
- Proficient spoken and written English and French and/or Spanish required. Arabic and Portuguese are also useful.
- Experience in event coordination and research is a bonus.
- Candidates should be highly motivated self-starters with a passion for international development, and particularly for reaching and empowering the very poor.
- Candidates do NOT have to currently be enrolled in an academic program.

PLEASE NOTE: This is an unpaid internship. A transportation stipend may be provided upon request. Support will be given for receiving credit through your academic institution.

Send your resume and cover letter to info@microcreditsummit.org. No phone inquiries please. For more information please visit our website: <http://www.microcreditsummit.org>.