

Guiding Light Orphans, Inc.

Research Assistant Internship

The research assistant is responsible for researching, prioritizing, and developing presentations/documents that further the mission of GLO. This position requires understanding the current mission as well as updating information through the utilization of research. This internship provides opportunities for anyone interested in learning more about how a nonprofit organization functions, and who possesses strong organizational, multitasking, and researching skills. The internship also provides excellent opportunities to network with leaders in the nonprofit, humanitarian, and public health fields

Tasks:

- Conduct research and produce materials on the impact of HIV/AIDS and Epilepsy on individuals in Uganda
- Collect and analyze data and develop a method to easily track the progress of GLO's programs
- Map current project geographic footprint
- Prepare articles, reports, and presentations
- Prepare interview questions; recruit and/or interview subjects; maintain accurate records of interviews, safeguard the confidentiality of subjects, as necessary
- Attend project meetings
- Create PowerPoint and webinar presentations
- Assist in identifying grant opportunities and aid in fundraising by recruiting sponsors, letter-writing, and planning fundraising events

Qualifications:

- This internship is particularly relevant to students studying public health, social justice, education, psychology, sociology, and health care management
- Excellent writing, editing, and research skills
- Ability to work in a flexible, fun, and strongly team-oriented environment
- Superior communication and interpersonal skills
- Detail-oriented and well-organized
- Creativity and a can-do attitude
- Able to prioritize, be dependable, and manage projects
- Knowledge of Microsoft Office suite and desire to learn new software
- Strong organizational and time management skills
- Team player and excellent verbal and written communication skills
- Sense of humor
- Inherent interest in the NGO field
- Ability to take initiative, set priorities, work independently, and manage multiple tasks