

Program Internship

Trickle Up seeks Program Interns to support the Director of Programs and Strategic Planning in New York City. Program Interns gain valuable working experience in poverty reduction, as well as the chance to work with a committed, highly skilled and fun program team. Trickle Up provides a friendly and flexible work environment. Program internships are unpaid.

Internship tasks will include:

- *Conducting research and writing* memos, spreadsheets, reports and background documents on program issues such as grant size, linkages with basic services, “graduation,” and exit strategies
- *Carrying out administrative tasks* such as making travel arrangements, drafting minutes, filing, photocopying, disseminating documents, etc.
- *Translating* program documents between English, Spanish and French (not required; dependent on intern’s skills)

Successful candidates will:

- Have a relevant MA (or be currently enrolled in same)
- Have excellent writing, analytical, and Excel skills
- Be very detail-oriented
- Demonstrate a basic understanding of poverty reduction work
- Have a good sense of humor
- Enjoy working with minimal supervision and be a self-starter
- Be able to commit at least 10 hours a week for at least 3 months

In addition, it is preferred that the candidate be able to translate written documents between English and French/Spanish.

To apply:

- Email the following to shleisher@trickleup.org:
 - a cover letter
 - a resume or CV
 - contact information for two academic or work references (references themselves not required)
 - a writing sample no longer than 3 pages
- Ensure all documents are in Word
- Ensure all file names begin with your last name
- Enter “Program Internship Application” in your email subject line
- Applications will be considered on a rolling basis
- All applications will be acknowledged.
- Incomplete applications will not be considered
- No phone calls, please

Thank you for your interest in Trickle Up!

Reasonable accommodation may be made to enable people with disabilities to perform essential job functions.