



Internship Opportunity

EnCompass LLC

December 22, 2011

Position Description

EnCompass LLC seeks a part-time Intern to be based out of the EnCompass LLC office in Rockville, MD. This is the ideal position for a graduate student who is looking for steady employment while attending classes or a recent graduate with an interest in working in the international development field. Reporting directly to Chief of Operations, the Intern will join the EnCompass team to provide support for a range of company projects, including leadership development programs, training programs, global health programs, business development activities and human resources.

Schedule is flexible, 20-30 hours per week between the hours of 9:00am - 5:30pm; Monday - Friday.

Company Profile

EnCompass LLC is a small, women-owned consulting firm based in the Washington, DC area. Since 1999 EnCompass has worked in the United States and internationally with government, international organizations, and in the non-profit and private sectors. EnCompass provides a core group of services: technical assistance and evaluation, leadership and organization development, and training and facilitation. Clients include international and national organizations, such as USAID, the World Bank, and UN agencies. (To learn more about EnCompass, please visit our website at www.encompassworld.com)

Position Duties and Responsibilities

This Intern provides organizational and project support to EnCompass staff that includes but is not limited to:

- **Project Support**
 - Assist with project-related research and data collection activities
 - Assist with the development, formatting and editing of project products and reports
 - Manage the logistics of and coordinate content development for meetings, conferences, trainings, and other project-related events
 - Data entry as required
- **Communications Support**
 - Assist with the development, formatting, editing, and dissemination of products and reports
 - Support company-wide Knowledge Management activities
- **Business Development Support**
 - Outreach to potential consultants and staff
 - Support proposal development and production
 - Format CVs
- Other duties as required



Position Requirements

- Bachelors Degree and 1 year of relevant experience
- Interest in International Development
- Excellent written and verbal communication skills
- Ability to research and synthesize complex information from a variety of sources
- Ability to establish and maintain working relationships with a diverse group of staff,
- Ability to manage time and prioritize tasks, producing quality products within tight time constraints
- Demonstrated experience in working on multiple priorities consecutively and sequentially and meeting quality standards for accuracy, attention to detail, and timeliness
- Attention to detail resulting in accurate, timely completion of work that contributes to the overall desired project outcomes of delivering quality products and services
- Ability to proofread and edit for punctuation, grammar, spelling, and clarity
- Demonstrated knowledge and competence in the use of software applications: word processing, spreadsheet, presentation, web and email applications (Microsoft Office preferred); knowledge of HTML, FrontPage, and Dreamweaver a plus
- Demonstrated administrative, organizational and work management skills
- The ability to work independently and collaboratively as needed

To Apply

Please forward cover letter and resume to HR@encompassworld.com.