



Shadhika provides funding and support to women-led, locally controlled non-profits in India working to empower at-risk girls so that they — and India — can realize their aspirations for a better future. We seek to break the cycle of poverty and address gender inequality in India by investing in the education, empowerment and economic self-sufficiency of girls.

<b>Title:</b>	Program Committee Intern
<b>Job Description:</b>	<ul style="list-style-type: none"> <li>• Works directly with President &amp; CEO, the Program Committee Chair and the Program Committee</li> <li>• Assist in creating, gathering and implementing materials for the following Shadhika grant programs</li> <li>• Conduct research as needed relating to the communities Shadhika serves</li> <li>• Gathering information from Shadhika’s partners in India</li> <li>• Due diligence on possible organizations for Shadhika to fund</li> <li>• Other duties as assigned</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor’s Degree, or in process, in International Relations or related field</li> <li>• Commitment to Women’s Empowerment and International Development</li> <li>• Excellent writing and research skills</li> <li>• Organized, efficient, and detail-oriented</li> <li>• Motivated and self-directed</li> <li>• Strong and proven work-ethic</li> <li>• Computer literacy (Microsoft Excel, Word, PowerPoint)</li> </ul>
<b>Overview</b>	<ul style="list-style-type: none"> <li>• Dates: September 2017 – June 2018 (start and end dates flexible)</li> <li>• Location: Posner Center for International Development 1031 33<sup>rd</sup> Street, Denver CO 80205</li> <li>• Hours Per Week: 8-10 hours week, depending on availability</li> <li>• Compensation: unpaid, academic credit as available</li> </ul>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Ongoing training and collaboration with individuals working in international development</li> <li>• Training on grant-making, due diligence, and grant oversight management</li> <li>• Corresponding with Shadhika’s partners in India</li> <li>• Working with Shadhika’s President and CEO as well as Board Members</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Knowledge of issues facing at-risk women in India</li> <li>• Knowledge of NGOs in India</li> <li>• Experience implementing grant programs</li> <li>• Experience conducting due diligence on potential grantees</li> <li>• Knowledge of key topical areas for women’s empowerment, including career development, life skills training</li> </ul>
<b>Application Guidelines</b>	<ul style="list-style-type: none"> <li>• Email cover letter &amp; resume to <a href="mailto:personnel@shadhika.org">personnel@shadhika.org</a> by September 20<sup>th</sup>, 2017</li> </ul>