



Bahia Street Internship Program:

- JOB TITLE:** Bahia Street Internship
- REPORTS TO:** Nancy Bacon, Program Director.
- TIMEFRAME:** Academic quarter, with some exceptions
- OFFICE HOURS:** Most of an intern's hours need to take place **Monday- Thursdays** between 9:00-4:00 pm since that is when staff is in the office.

ABOUT BAHIA STREET:

Bahia Street is a non-profit based in Salvador, Brazil, Seattle, and London with the mission of breaking cycles of poverty and violence through quality educational opportunities for young women and girls. In Brazil, Bahia Street provides a well-rounded education to sixty girls as a supplement to their public school education. In the US and UK, Bahia Street teaches new perspectives on NGO management and issues of inequality, poverty, race, class, and gender. Visit website for more information: www.bahiastreet.org.

POSITION DESCRIPTION:

Bahia Street operates with the support of volunteers and interns. As part of its internship program, interns spend 4-12 hours each week in Bahia Street's Boat Street office supporting administrative functions and helping as needed. The ideal intern will have clear internship goals and learning objectives. Internship tasks and responsibilities are then tailored to fit personal interests and skills. Intern duties may include grant writing and research, database management, donor event planning, study trip preparation and promotion, administrative work such as writing and sending donor letters, and other day-to-day functions of a small non-profit. Past interns have received academic credit for their internship.

Interns should have an interest in Brazil, South America, international development work or non-profit education, and basic office skills. Ability to speak Portuguese is not required, though it is helpful at times. Some interns, especially those with an Anthropology background as well as research interest and skill, may work with Margaret Willson, International Director and Bahia Street Co-Founder.

We welcome and consider applications from students in any level of higher education. Generally, our interns are in their junior or senior year of undergraduate study or in graduate school.

APPLICATION PROCESS:

1. Please send email expressing interest. You will be notified whether there are any internship openings.
2. If placements are available, please send resume and statement of interest.
3. Applicants will be invited for a phone or in-person interview.
4. Orientation takes place the first week of internship.

For more information, contact Nancy Bacon at (206) 633-1724 or email nancy@bahiastreet.org.