



Bahia Street Internship Program

JOB TITLE: Bahia Street Internship
REPORTS TO: Sofia Zieve, International Director
TIMEFRAME: Academic quarter, with some exceptions
OFFICE HOURS: Most of an intern's hours need to take place **Mondays and Tuesdays** between 12:00-6:00pm since this is when staff is generally 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 well-rounded education to 75 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 our 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 approximately four hours each week in Bahia Street's Boat Street office, supporting the International Director and helping with administrative functions as needed. The ideal intern will have clear internship goals and learning objectives. Intern duties include assisting the International Director with grant writing and research, assisting the International Director and Board with donor event planning and preparation, administrative work, and the other day-to-day functions of a small non-profit. Past interns have received credit for their internship.

Interns should have an interest in Brazil, South America, international development work or non-profit education. Ability to speak Portuguese is not required, but it is frequently helpful.

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 an email expressing interest. You will be notified whether there are any internship opportunities at this time.
2. If placements are available, please send resume and statement of interest.
3. Applicants will be invited for a phone or in-person interview.

For more information, contact Sabine Parrish at (206) 633-1724, or email sabine@bahiastreet.org

