

## **Socio-Economic Research Applications and Projects (SERAP) Capacity Building Internship Program (SCBIP)**

### **An Overview**

The Socio-Economic Research Applications and Projects (SERAP LLC) works with other international organizations around the world, mobilizing expertise and innovations towards realizing the United Nations Sustainable Development Goals (UN SDGs), as well as tackling global issues including climate change, peace, security, energy access, food security, global health, women's empowerment, poverty alleviation, youth development, community transformation, trade and digitization all over the world.

The SERAP Capacity Building Internship Program (SCBIP) is a comprehensive program in which students get the opportunity to work in a real-world business environment and perform meaningful work. SERAP Interns are assigned to relevant programs with specific focus on sustainable development, business analysis, data & analytics, finance, global business solutions, energy access, educational programs and digital trade. SERAP interns gain practical experience working on teams and to meet deadlines. They are given meaningful work to contribute to the operations of SERAP's programs.

### **Responsibilities**

The intern will **virtually** spend **3 – 5 months** to collaborate and learn from the entire SERAP Technical Team. Its major responsibilities include:

- **Research:** Assist the SERAP Technical team in doing elementary research, data visualization and insightful writing on selected team projects, including newsletters, bulletin, media reports, briefing notes, and other relevant reports. For instance, the Action for Development (AfD)-SERAP Bulletin and the SERAP Staff Newsletter.
- **Advocacy:** Learn about advocacy by undertaking media research and assisting with outreach activities, including drafting correspondence and preparing background material for presentations.
- **Communications:** Assist in communications efforts by monitoring and drafting materials for social media outlets, including Facebook, LinkedIn, Instagram, Twitter.
- **Strategy:** Attend SERAP LLC's meetings and strategy sessions as learning opportunities.
- **Writing and Proofreading:** Assist with drafting correspondence and careful proofreading of a range of external documents.
- **Administrative Tasks:** Assist SERAP Team with routine administrative tasks, including updating the team contact lists, updating the website with relevant news and publications as needed, coordinating and planning internal team events, and note taking as requested.
- Expected to work a minimum of 20 hours per week.

### **Selection Criteria**

- Candidate must be high school graduate who is keenly interested in UN SDGs and other international development issues.
- Background in sustainable development, peace and security, food security, global health issues, international development, or population and the environment is preferred.
- The ideal candidate will possess strong attention to detail, produce high-quality work, be a highly motivated self-starter who takes initiative and have the ability to work both independently and as part of a team.
- Be self-motivated to meet individual goals and maintain accountability in a team environment
- Be able to multi-task in a team environment
- Exercise initiative and independent judgement in the solution of work problems
- Be able to communicate effectively--verbal and written English language.
- Candidate must have strong communication and interpersonal skills.

### **Benefits and Compensation**

SERAP LLC offers unpaid full and part-time internships. We are happy to host interns who can receive academic credit or a stipend through their college or university. However, please note that it is not a requirement in order to intern with us. Please send your applications to: [info@serapllc.com](mailto:info@serapllc.com); [sebnem@serapllc.com](mailto:sebnem@serapllc.com)