



Near East Foundation
230 Euclid Avenue
Syracuse, NY 13210
Tel: 315.428-8670

The **Near East Foundation** (NEF) is offering four paid or per-credit internships in its Syracuse headquarters. Based on qualifications, the interns will be placed in the Communications, Program Development or Program Support areas.

For 100 years, NEF has worked to build more sustainable, prosperous, and inclusive communities in the Middle East and Africa through education, governance, and economic development initiatives. Working through a network of country offices and local partners, NEF currently has approximately 125 staff members and programs in nine countries: Armenia, Egypt, Jordan, Lebanon, Mali, Morocco, Palestine, Senegal and Sudan.

Applicants are encouraged to familiarize themselves with NEF's goals and mission prior to apply by visiting www.neareast.org. Applications for the Academic Year 2015-16 must be received by Monday, August 31, 2015. Internships will start on Monday, September 14, 2015.

To apply please send a complete file consisting of: (1) cover letter (2) resume (3) official transcripts (4) two writing samples (5) two letters of recommendations (academic) to: internships@neareast.org.

1. Media Intern- Video and Photography (one position)

The Media Intern-Video and Photography is a dynamic, organized and systematic individual who supports core media functions by playing a key role in keeping information flowing and supporting communications efforts as directed. S/he is attentive to details, willing to learn while engaging and interacting with confidence with office staff at Headquarters and overseas.

The selected intern is a graduate student or rising university senior in a related field with an excellent track record. S/he has the potential to (1) deliver videos and photos that succinctly and clearly tell the desired story; (2) deliver videos with cuts, graphics, sound and other elements that convey a quality production value and a level of technical sophistication; (3) experience with Final Cut Pro, Adobe Premiere and Adobe Photoshop; (4) knowledge of digital videography and photography cameras and equipment and (5) creative development and content production. Knowledge of the international development sector is a plus.

The selected intern will assist in all aspects of video production and photography while contributing to planning and storyboarding. S/he will assist in the end-to-end process from storyboarding to logistics to shooting to editing and publishing. S/he is willing to travel internationally at least once during the life of the internship.

The position is open to graduate students only in the Newhouse School of Communications and/or in the College of Visual and Performing Arts. The internship carries a minimum commitment of one academic year, 15 hours per week and willingness to travel abroad to one or more of NEF's locations.

Informal inquiries can be directed to Kristin Sheehan, NEF Communication and Development Manager at ksheehan@neareast.org



2. Media Intern – Print and Digital Communications (one position)

The Media Intern-Print and Digital Communications is a dynamic, organized and systematic individual who supports core media functions by playing a key role in keeping information flowing and supporting communications efforts as directed. S/he is attentive to details, willing to learn while engaging and interacting with confidence with office staff at Headquarters and overseas.

The selected intern is a graduate or undergraduate student in a related field with an excellent track record. S/he has the potential to (1) write compelling stories for print and digital platforms that succinctly and clearly tell NEF's story; (2) assist with developing web content; (3) possesses news-sense and technical skills to make the story news worthy; (4) possess working knowledge of cutting edge technology in digital media and of social media; (5) support all social media efforts; (6) log and organize media library and (7) assist with mailing and distribution of print and online communications materials.

Knowledge of the international development sector is a plus.

The selected intern will assist in all aspects of print and digital communications and contribute to planning for all NEF written materials. S/he is willing to travel internationally if needed and at least once during the life of the internship.

The position is open to graduate and undergraduate students in the Newhouse School of Communications. The internship carries a minimum commitment of one academic year, 10-15 hours per week and willingness to travel abroad to one or more of NEF's locations.

Informal inquiries can be directed to Kristin Sheehan, NEF Communication and Development Manager at ksheehan@neareast.org.

3. Research Intern (one position)

The Research Intern is a dynamic, organized and systematic individual who supports most programmatic research needs by playing a key role in retrieving relevant information and communicating them in a timely manner. S/he is attentive to details, possesses excellent analytical skills and discretion. S/he is willing to learn while engaging and interact with confidence with office staff at Headquarters and overseas.

The selected intern is a graduate or undergraduate student in a related field with an excellent academic record. S/he has the potential to (1) perform effective and timely research to support NEF strategic agenda and mission, including but not limited to supporting program development; (2) create and geocode databases of relevant online news articles; (3) deliver and manage contents for weekly briefing on industry news, competitors' efforts and Donors' priorities; (4) utilize accurate research methods including properly citing sources and create effecting reference tools and (5) support special projects as assigned.

The selected intern possesses: (1) strong research skills and ability to effectively analyze written material for relevance, clarity and coherence; (2) strong writing skills and editing abilities and (3) strong computer skills including document formatting, chart, graph and spreadsheet creation.



Firm understanding of and familiarity with Africa and the Middle East as well as language competency in French and/or Arabic are a plus.

The position is open to graduate and undergraduate students in the College of Arts and Sciences and the Maxwell School of Citizenship and Public Affairs. The internship carries a minimum commitment of one academic year and 10 to 15 hours per week.

Informal inquiries can be directed to Simona Ceci, NEF Associate Vice President of Operations at sceci@neareast.org

4. Program Development Intern (one position)

The Program Development Intern is a dynamic, organized and systematic individual who supports Program Development efforts by conducting technical research, support writing and editing. S/he is attentive to details, possesses excellent analytical skills, time management, discretion and confidentiality. S/he is willing to learn while engaging and interact with confidence with office staff at Headquarters and overseas.

The identified intern is a graduate or undergraduate student in a related field with an excellent academic record. S/he has the potential to (1) assist staff in developing proposals for future programming; (2) provide desk research; (3) draft organizational capacity statements for proposals; (4) edit documents as directed; (5) provide research support to ongoing program and (6) support special projects as assigned.

The selected Intern possesses: (1) strong research skills and ability to effectively analyze written material for relevance, clarity and coherence; (2) strong writing skills and editing abilities and (3) strong computer skills including document formatting, chart, graph and spreadsheet creation. Firm understanding of and familiarity with Africa and the Middle East as well as language competency in French and/or Arabic are a plus.

The position is open to graduate and undergraduate students in the College of Arts and Sciences and Maxwell School of Citizenship and Public Affairs. The internship carries a minimum commitment of one academic year and 10 to 15 hours per week.

Informal inquiries can be directed to Rabih Yazbeck, NEF Practice Area Lead and NEF-UK Programme Manager at ryazbeck@neareast.org