



## **JOB DESCRIPTION**

**Position:** PDQ Associate – Internship (Unpaid)  
**Department:** Program Development and Quality Department  
**Supervisor:** New Initiatives Officer  
**Duration:** 3 Months

**Job Purpose:** Support the work of the Egypt Country Office in program development, program quality, and administrative duties.

Working under the direction of our New Initiatives Officer, you would engage in providing a range of program support services to our program teams:

### **Job Responsibilities & Main Duties:**

#### **A) Support to Program Quality and Development Department**

1. Collect information as needed for the preparation of proposals being lead by Program team or CD, including drafting, research, editing, translating, copying, formatting, binding and other related production functions.
2. Prepare materials needed by staff or consultants in preparation of fundraising proposal development process, including donor, partner, or thematic research, contact information, reports from database.
4. Review and proofread program materials in English and Arabic.
5. Taking minutes of certain meetings or workshops.
6. Engage in other research and writing projects as required, such as concept papers and issue briefs.
7. Prepare materials for use in training workshops/meetings of program staff, including translation as necessary.

#### **Qualifications:**

Recent college graduate with a major in public relations, journalism, English, communications or any relevant social science  
Native English fluency, and strong English and Arabic language writing and communication and interpersonal skills  
Strong organizational and analytical skills  
Experience working with Microsoft Office, including Word, Excel and Powerpoint and internet  
Enthusiasm, dedication, flexibility, and willingness to work as part of a team

**Location:** Cairo

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