

## Democracy and Governance Internship - Summer 2017

### POSITION INFORMATION

Employer	Tetra Tech
Division	N/A
Title	Democracy and Governance Internship - Summer 2017
Description	<p>Tetra Tech is a leading provider of consulting, engineering, and technical services worldwide. Our reputation rests on the technical expertise and dedication of our employees—16,000 people working together across disciplines and time zones to provide smart, sustainable solutions for challenging projects. We are proud to be home to leading technical experts in water, environment, infrastructure, resource management, energy, and international development. Tetra Tech combines the resources of a global, multibillion dollar company with local, client-focused delivery in 400 locations around the world.</p> <p>Tetra Tech ARD is accepting applications for a well-qualified Intern for our Democracy and Governance (DG) Sector. This Democracy and Governance Intern will learn more about and support program implementation and new business development, primarily for USAID-funded projects. This internship can help start a successful career in development, building skillsets, expanding networks, and providing real-world experience in this challenging but rewarding work. This position is based in Tetra Tech ARD's office in either Burlington, Vermont or Arlington, VA.</p> <p>This internship is paid and hours are flexible, between 24-40 per week: duration is at least three months. Application deadline is April 6, 2017, and the Internship will start Monday, June 5, or Monday, June 12, 2017.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>* Support backstopping of various aspects of DG project(s), including start-up and close-out assistance; coordination with headquarters staff on logistics, procurement, budgets, and travel; project budget development, recruiting and onboarding assistance for technical consultants/personnel; collaborating with project staff to build capacity; and/or monitoring deliverables to ensure contract compliance;</li> <li>* Participate in meetings with (home office and field) project teams and the client, typically USAID;</li> <li>* Provide research on project- or proposal-specific material as requested;</li> <li>* Provide DG marketing and communications support;</li> <li>* Maintain virtual information knowledge systems for project implementation documentation; and</li> <li>* Assist Sector Director or sector staff with discreet tasks as needed.</li> </ul>

### Location

LOCATION #1

Nationwide

### HOW TO APPLY

To be considered applicants must submit the following as part of the online application (<https://goo.gl/QQP4cj>) process by April 6, 2017:

- \* A letter of application explaining qualifications for this opportunity
- \* A current CV or resume in reverse chronological format
- \* A list of at least 3 references including name, contact information, and statement of relationship to the reference
- \* A relevant one page writing sample

Applications accepted via:  
Other

### IMPORTANT DATES

**Posted On:**  
Mar 30, 2017

**Applications Accepted Until:**  
Apr 06, 2017

### CONTACT INFORMATION

Employer	Tetra Tech
Name	Sandy Lopez
E-mail	<a href="mailto:ttcareers@tetratech.com">ttcareers@tetratech.com</a>

no  
**City**  
 Arlington

**State/Province**  
 Virginia

**Country**  
 United States

**LOCATION #2**

**Nationwide**  
 no

**City**  
 Burlington

**State/Province**  
 Vermont

**Country**  
 United States

**Position Type** Full Time, Part Time, Paid, Internship

**Salary Level** Paid 

**Job Function** Fundraising, Development, Public Policy, Government, Law

**Desired Start Date** June 5, 2017

**Duration** at least 3 months

**Approximate Hours Per Week** 24-40 per week

**Qualifications** Qualifications:  
 \* Recently completed or in-progress Bachelor's or Master's degree in political science, international relations, public policy, or a related field required;  
 \* At least 1 year of professional experience desired, including some work or volunteerism overseas;  
 \* Demonstrated understanding of, academic excellence in, and desire to pursue a career in political science, public policy, project management, or international relations strongly preferred;  
 \* Knowledge of international donor development projects, especially USAID-funded projects, highly desired;  
 \* Outstanding interpersonal and intercultural communications skills are critical;  
 \* Project management experience desired;  
 \* Speaking and reading proficiency in at least one foreign language highly desired (especially Spanish and/or French);  
 \* Experience in MS Office Suite, with understanding of SharePoint desirable; and  
 \* Ability to remain poised and focused in a fast-paced environment.

