



Shadhika
Investing in Girls for India's future

Shadhika provides funding and support to women-led, locally controlled non-profits in India working to empower at-risk girls so that they — and India — can realize their aspirations for a better future. We seek to break the cycle of poverty and address gender inequality in India by investing in the education, empowerment and economic self-sufficiency of girls.

Title:	Program Committee Intern
Job Description:	<ul style="list-style-type: none"> • Works directly with President & CEO, the Program Committee Chair and the Program Committee • Assist in creating, gathering and implementing materials for the following Shadhika programs: Supports for Success, Shadhika Scholars, Ready for Work, Boys for Girls, and Partners Capacity Building Program • Conduct research as needed relating to the communities Shadhika serves • Gathering information from Shadhika's partners in India • Due diligence on possible organizations for Shadhika to fund • Other duties as assigned
Qualifications	<ul style="list-style-type: none"> • Bachelor's Degree, or in process, in International Relations or related field • Commitment to Women's Empowerment and International Development • Excellent writing and research skills • Organized, efficient, and detail-oriented • Motivated and self-directed • Strong and proven work-ethic • Computer literacy (Microsoft Excel, Word, PowerPoint)
Overview	<ul style="list-style-type: none"> • Dates: February through August 2017 (start and end dates flexible) • Location: Posner Center for International Development 1031 33rd Street, Denver CO 80205 • Hours Per Week: 8-16 hours week, depending on availability • Compensation: unpaid
Benefits	<ul style="list-style-type: none"> • Ongoing training and collaboration with individuals working in international development • Corresponding with Shadhika's partners in India • Working with Shadhika's President and CEO as well as Board Members
Training	<ul style="list-style-type: none"> • Knowledge of issues facing at-risk women in India • Knowledge of NGOs in India • Experience implementing grant programs • Experience conducting due diligence on potential grantees • Knowledge of key topical areas for women's empowerment, including career development, life skills training
Application Guidelines	<ul style="list-style-type: none"> • Email cover letter & resume to personnel@shadhika.org by January 31st