



## IBP – POSITION ANNOUNCEMENT

<u>POSITION TITLE:</u>	<b>Open Budget Initiative Intern</b>
<u>TEAM:</u>	OPEN BUDGET INITIATIVE (OBI)
<u>Reports to:</u>	Open Budget Survey Supervisor
<u>Status:</u>	Paid Hourly, Full-time (40 hours per week)
<u>LOCATION:</u>	Washington, DC
<u>Travel:</u>	None required

**JOB PURPOSE and SUMMARY:** The **Intern** supports the research and communications work performed by the OBI team, including the Open Budget Survey (OBS), the Open Budget Survey Document Availability Tracker (Tracker), and other reports and analyses of budget transparency.

**ESSENTIAL DUTIES of the JOB** include, but are not limited to, the following:

1. Edit the narrative responses provided by researchers in the Open Budget Survey questionnaires for clarity and grammar.
2. Assist in editing and fact-checking the Open Budget Survey country summary reports.
3. Provides general support for IBP OBI team as necessary, including assisting the team in preparing PowerPoint presentations and providing research support on other reports and analyses of budget transparency.

**OTHER RESPONSIBILITIES:**

4. Participates in IBP staff meetings and retreats, and in all OBI team meetings.
5. Supports OBI special events, as needed.
6. Assists the team Operations Officer with logistical tasks, as needed.
7. Complies with IBP-wide administrative and financial protocols, policies and procedures.

**JOB COMPETENCIES:**

**EDUCATION:**

- Bachelor's Degree in English literature, international affairs, political science, communications, and/or public policy.

SKILLS:

- Native English speaker.
- Excellent verbal and written communication skills.
- Ability to manage projects and time effectively, work collaboratively in a diverse international environment, and proficiency with Microsoft Office package.
- Fluency in Spanish, French, or other language is a plus.
- High-level attention to detail, accuracy, quality, and timeliness.

ATTRIBUTES:

- Personal qualities of integrity, credibility, and a commitment to and passion for IBP's mission.
- Highly flexible and adaptable.
- Motivated to learn and willing to contribute to learning initiatives.
- Ability to work independently with minimal supervision.
- Professional and reassuring in communication style with colleagues, partners, and vendors and other service providers.

PHYSICAL DEMANDS:

- Duties are generally carried out in a normal business office environment – i.e., working while sitting at a desk for extended periods of time.
- The position supports occasional document and/or event preparation which may require lifting or moving of items that weigh up to 30 lbs.

TO APPLY:

Send a cover application letter and resume by email to [applications@internationalbudget.org](mailto:applications@internationalbudget.org). Please put "Open Budget Initiative Intern" in the subject area. Applications will be accepted until the position is filled.