

Year of Service Fellowship

General Overview

What we do. The Pan American Development Foundation (PADF) seeks to create a just, peaceful, and prosperous hemisphere where every person has the opportunity to thrive – by promoting human development, strengthening democracy and governance, advancing justice and security, and fostering resilience. In 2017 PADF reached 10.3 million people through sustainable development initiatives in Latin American and Caribbean countries.

Origins and how we work. PADF is a 501(c)(3) nonprofit organization established by the Organization of American States (OAS) in 1962. We include and empower marginalized groups, women, youth, LGBTI, Afro and indigenous people, and migrants. We partner with and enable civil society, governments, and the private sector for the greater good of the region.

You. Are you an energetic and committed individual? Do you love to learn and share what you learn? Do you have a passion to help others? Are you eager to help vulnerable or excluded people in Latin America and the Caribbean? Join us! www.padf.org

The Role.

During the year of service, you would work closely with PADF’s Executive Director and various team members in DC and in our country offices across the region to assist with research, writing, and organizing events to support PADF’s work. PADF is a vibrant organization that allows interns and fellows a hands-on, valuable opportunity to gain exposure to an international nonprofit working in the fields of:

- Economic opportunities, health, nutrition and education
- Democracy, governance and human rights
- Peace, justice and security
- Environment and disaster resilience

We are committed to fostering a dynamic learning and professional development atmosphere and will offer mentoring and guidance throughout your time with us. The PADF team works collaboratively and dynamically and is looking forward to providing professional development and mentorship to a new team-member so that he or she can develop valuable, marketable skills in research, writing, and sustainable development.

Type

Full time. PADF will meet Westmoreland Service Corps’ requirements and dates, from August 2019 through June 2020.

Location

Washington, D.C.

Supervision

Reports to Executive Director

Education Required

Undergraduate degree, preferably in International Studies, International Development or similar. Knowledge of Corporate Social Responsibility is a plus.

Language Proficiency Required

Excellent oral and writing abilities in English. Outstanding comprehension skills of written and oral Spanish or French are required.

Work Skills Required

Digital-savvy. Highly organized, detail oriented. Exceptional interpersonal and organizational skills and ability to work effectively as part of a team. Must have very strong work ethic, be results-oriented, and self-motivated. Must have a demonstrated ability to prioritize, complete various tasks under tight deadlines, and work well independently. Interest and experience working in international development is highly desirable.

Learning opportunities include:

- Learning about sustainable development best practices and how to replicate these.
- Learning who's who in the field across the region, and interacting with diverse people and organizations across public, private, and non-profit sectors.
- Conducting independent research of funding opportunities from the private sector and foundations, as well as identifying and researching additional potential leads.
- Mastering practical skills by assisting in the development of strategies, plans, concept papers to support new project development activities and assist in proposal preparation and design in close consultation with the Executive Director and other PADF senior staff
- Becoming skilled at drafting and/or translating outreach materials that would help position PADF in the private sector and foundations' market.
- Amplifying networking opportunities by attending relevant conferences, workshops or meetings as assigned and then reporting on these events.
- Developing leadership skills by providing input and feedback on ideas for potential opportunities for new activities to be funded by potential donors or new strategies for programs under implementation.