



Employment Opportunity: Research Intern

Deadline: Open Until Filled

Salary Range: \$11.00 - 13.00 per hour

Location: Columbus, Ohio

Status: Part-time, up to 20 hours per week, starting date asap

The **Council of Development Finance Agencies** (CDFA at www.cdfa.net) seeks a motivated, well-organized and energetic **Research Intern**. This position is critical to the continued success of CDFA's resource collection, information sharing, newsletter publications, headlines review and educational efforts. This is an exciting opportunity for an energetic and enthusiastic person to contribute to a great organization, working to create economic prosperity across the country. This position is located in Columbus, OH. The position pays between \$11.00 – 13.00 per hour and the selected intern may work up to 20 hours per week. Final pay will be determined based on experience and qualifications. This is a part-time, hourly position and is not eligible for company benefits. The selected intern must be enrolled in college/university classes for the current academic calendar.

The **Research Intern** will work on a variety of research, technical assistance, resource collection and data analysis projects. This includes:

- Collecting resources and conducting research on development finance programs
- Assisting with the publication of national newsletters
- Collecting and cataloging development finance headlines
- Assisting with special writing assignments
- Preparing visual presentations as needed
- Staffing meetings, events and assisting with event planning as needed
- And, assisting with other duties and special projects as assigned

The Research Intern will have the opportunity to attend CDFA training events and participate in numerous learning experiences.

Qualified candidates should be familiar with research methods, resource & information collection and have an interest in development finance. CDFA is seeking graduate level candidates. Candidates should have excellent organizational skills and be familiar with Microsoft Office, working on the internet and using email routinely. CDFA is seeking a people person who is motivated to succeed and help build the organization. Most importantly, CDFA seeks an individual who is willing to be part of a great team working to build a great organization.

About CDFA:

The Council of Development Finance Agencies is a national association dedicated to the advancement of development finance concerns and interests. CDFA is comprised of the nation's leading and most knowledgeable members of the development finance community representing public, private and non-profit development entities. CDFA does not discriminate in any manner contrary to law or justice on the basis of race, color, gender, sexual orientation, age, religion, disability, veteran's status or national origin in its programs or activities, including employment, membership, participation and sponsorship.

Interested candidates should email a cover letter, resume, one writing sample of at least two pages and professional/academic references to Jason Rittenberg, Director of Research & Advisory Services at jrittenberg@cdfa.net. Candidates who fail to submit the required materials will not be considered for the position.

The Council of Development Finance Agencies does not discriminate in any manner contrary to law or justice on the basis of race, color, gender, sexual orientation, age, religion, disability, veteran's status or national origin in its programs or activities, including employment, membership, participation and sponsorship.