



Central Asia Institute
Educate a Girl. Change the World.

Full or Part Time Internship Opportunity
Spring and Summer 2024

Are you a student interested in learning more about international development and a career in the non-profit sector? Are you looking for an opportunity to help make an impact on the lives of girls and women in an area of the world where potential far outweighs opportunity? Central Asia Institute is recruiting students at the undergraduate and graduate levels interested in gaining hands-on experience working alongside a dedicated, mission-driven team of professionals focused on international development, humanitarian affairs, girls' education, gender equity, and non-profit leadership, while helping to serve disadvantaged populations.

Founded in 1996, **Central Asia Institute (CAI) is a non-profit organization based in Bozeman, Montana that works to advance girls' education and women's empowerment in remote and mountainous regions of Afghanistan, Pakistan, and Tajikistan.** We envision a world in which women and girls have the education and skills to unlock their full potential and contribute to a better, brighter future for themselves and their families, communities, and countries.

Each year, Central Asia Institute reaches hundreds of thousands of impoverished and marginalized people – primarily girls and women – with education and job skills programs. Our approach is to work in partnership with local non-profit organizations (our partners) to implement impactful, sustainable, and culturally appropriate programs that are both urgently needed and welcomed by the local community. For more information, please visit our [website](#).

This is an unpaid internship, with student credit and stipend available.

Roles/responsibilities: The selected applicant(s) will support the Program Team by:

- Conducting research, analyzing information, and/or drafting reports and presentations on relevant topics
- Attending internal team strategy and planning meetings
- Liaising and interacting with CAI's partners on the ground
- Participating in working groups, conferences/seminars, webinars, and events to enhance institutional knowledge and collaboration with other members of the international community (other INGOs, UN agencies, government representatives, etc.)
- Providing other support as needed



Essential Skills:

- Enrollment in an undergraduate or graduate degree
- Interest and/or experience in international development, education, gender equity, and/or empowering marginalized communities
- Excellent writing and communication skills
- Organized with attention to detail
- Experience researching and analyzing data and information
- Ability to connect with others for diverse backgrounds and build rapport

Location: CAI headquarters in Bozeman, Montana or remotely.

Time commitment: Minimum of 10 hours a week.

Requirements: Applicants must be enrolled in an academic program or have just graduated.¹

To apply, please provide:

- 1) a resume/CV in English;
- 2) a brief cover letter in English stating your interest in and qualifications for the position;
- 3) one relevant writing sample (no more than 5 pages) in English; and
- 4) your dates/hours per week of availability.

Application packages should be submitted to Zia Sanaban at zsanaban@centralasiainstitute.org with the subject line “Internship”.

¹ Others who are interested in supporting CAI’s Program Team should reach out to learn more about volunteer opportunities.