

VCU World Studies

V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

Children Incorporated

<http://www.childrenincorporated.org>

Availability: Offered fall, spring, and summer.

Internship Contact:

Luis Bourdet, Director of International Programs
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Richmond, VA 23221
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Children Incorporated is a child assistance organization that sends funds to projects such as schools, orphanages, and welfare centers that support disadvantaged children in their area. We operate primarily as a one-to-one sponsorship organization, but have other programs as well to meet the needs of the children we serve. We have projects in the U.S and abroad (Central and South America, Africa, and Asia).

Intern Responsibilities:

We would like an intern to assist with translation and data-entry responsibilities. As we receive information from our Latin American projects, such as data reports on new or sponsored children and children's letters, we need to translate the information into English and enter the new information into our database. Other general office duties may be assigned based on needs of the organization and specific interests of the intern.

Language/Skill Requirements:

- Minimum of Intermediate level of Spanish. A more advanced understanding of the language and regional variations will be helpful, but not necessary, as most unfamiliar terms can be easily found in a dictionary and there are also several fluent staff members to help with questions.

Hours & Pay:

- 8-16 hours per week, Flexible schedule.
- Volunteer Opportunity.

Application Process:

- Brief resume and at least two professional references (professors are fine) required. Applications accepted on a rolling basis.

Updated: 1/20/2015