



**Job Title: Intern, Global Program**  
**Salary: \$13.00/ hour**  
**Location: Washington, DC**  
**Reports to: Manager, Global Program**

**Job Description** The Intern, Global Program position reports to the Manager, Global Program at NASTAD. Position responsibilities include supporting the Manager, Global Program as needed with the implementation of Addis Ababa-D.C. twinning partnership project.

**Job Duties**

- Facilitate regular communication, with guidance from the Manager, Global Program, between Addis Ababa City Administration Health Bureau (BOH), HIV/AIDS Prevention and Control Office (HAPCO) and the District of Columbia Department of Health HIV/AIDS, Hepatitis, STD, and TB Administration (HAHSTA) through NASTAD-Ethiopia/HQ
- Support the implementation, with guidance from the Manager, Global Program, of the Addis Ababa-D.C. twinning partnership work plan
  1. Assist HAHSTA to review current status of HIV/AIDS among Ethiopian immigrants in the Washington, D.C. metropolitan area:
    - Conduct desk review
    - Develop review questions
    - Facilitate discussion with Ethiopian community and key stakeholders
  2. In collaboration with HAHSTA, identify key stakeholders/providers of HIV/AIDS prevention, testing and care and treatment services in the Washington, D.C. metropolitan area.
  3. In collaboration with HAHSTA document current status of implementation of National HIV/AIDS Strategies in the District of Columbia and identify gaps in services for the Diaspora.
  4. Provide support to HAHSTA for the development and adaptation of targeted social marketing messages based on assessment findings.
  5. Assist HAHSTA and HAPCO in the development of a plan of action for the twinning partnership to address the identified gaps through which TA can be delivered.
- Participate in regular meetings with HAHSTA and check-in calls with NASTAD-Ethiopia, sharing findings, observations and gathering feedback for implementation
- Draft reports, abstracts, fact sheets, and issue briefs with regard to the twinning partnership project

- Other duties as assigned

## **Minimum Requirements**

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### **Skills/Knowledge**

- Excellent oral and written English communication skills; foreign language skills helpful, particularly Amharic
- Ability to take initiative and work independently
- Ability to multitask while maintaining strong attention to detail
- Proficiency in Microsoft Office Suite with strong computer skills

### **Experience/Education**

Working towards graduate degree in Public Health, Public Administration, International Development or related fields.

### **Environment and Scheduling**

- Interest in working with an HIV/AIDS public health organization
- Interest in working within a diverse work environment
- Flexible work hours
- Willingness to travel as needed (less than 5%)

### **Employer's Rights**

This job description does not list all the duties of the job. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. The employer has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

This position is classified FLSA non-exempt.

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### **How to Apply**

Qualified candidates should apply by e-mail only to [HumanResources@NASTAD.org](mailto:HumanResources@NASTAD.org). Subject line should read "**Intern, Global**" only. A cover letter and resume should be attached (pdf or Word). Submissions which do not follow the above instructions will not be considered as applicants.

Due to the extremely high volume of resumes submitted, only those selected for interviews will be contacted. NO PHONE CALLS in reference to this position will be accepted.