



**Job Description: Internship, Youth Enterprise & Livelihoods Development and Conference Planning**

Reports to: Associate Director, Youth Enterprise & Livelihoods  
Status: Full-time or Part-time (at least 20 hours a week commitment)  
Location: Based in Washington, D.C.

Making Cents International ([www.makingcents.com](http://www.makingcents.com)) is a social enterprise based in Washington, D.C. We are committed to building a legacy of skills and economic opportunity at the individual, community, and global level. We provide specialized technical services and curriculum to individuals and organizations working in economic strengthening, enterprise development and linking young people to financial services. Making Cents is also a leader in the youth enterprise and livelihoods sector ([www.youthenterpriseconference.org](http://www.youthenterpriseconference.org)). We create learning opportunities and networks that result in strong partnerships, programs, and policies that support young entrepreneurs. Making Cents International is an equal opportunity employer.

**Internship Description**

Making Cents International is seeking a motivated, creative, and committed candidate to work 20-40 hours per week. This is an excellent opportunity for an undergraduate or graduate student to gain significant experience working for a Washington, DC-based international development consulting firm and exposure to the youth enterprise and livelihoods development field.

The intern will be responsible for the following duties including, but not limited to:

- Conduct research on organizations and initiatives impacting youth enterprise, employment, and livelihoods development world-wide
- Provide administrative support for conference, workshop, and/or other event planning
- Engaging in conference-related marketing and communications outreach and development
- Maintaining and updating international practitioner network

**Qualifications**

The position requires a responsible, mature candidate who is an independently accountable self-starter, team player, problem solver, and fast learner. This candidate should enjoy working with people and can initiate and coordinate multiple activities with a minimum amount of supervision. The candidate will be able to work in and enjoys a fast-paced, changing environment.

Successful candidates will have:

- Dedicated commitment to international development and youth enterprise, employment, and livelihood development



- Demonstrated desire, enthusiasm, and ability to tackle several projects independently
- Excellent written and oral presentation skills
- Strong attention to detail
- Mastery of Microsoft Word, Excel, and PowerPoint
- Highly professional and personable demeanor
- Strong ability and willingness to take on administrative and office management duties
- Event planning experience desirable
- Experience in youth entrepreneurship, enterprise development, microfinance, and economic and social development desirable.

### **General Information**

- Internships are offered on a Spring, Fall and Summer session schedule with approximate durations:

Spring Internship	January-June	Application due: December 15
Fall Internship	Sept.-mid Dec.	Application due: August 15
Summer Internship	June-end of August	Application due: April 1

- Internships are unpaid. Students are encouraged to seek opportunities to receive academic credit or financial compensation through their academic institution.

### **To Apply:**

Submit resume and letter of interest by mail or email to:

Whitney Harrelson  
Making Cents International  
1155 30th St. NW, Suite 300  
Washington, D.C. 20007  
**Email:** [Whitney@makingcents.com](mailto:Whitney@makingcents.com)

Incomplete or late applications will not be considered. Applicants are encouraged to apply early as interviews will be offered on a rolling basis. Only finalists will be contacted. No phone calls please.