

### **Research and Development Intern**

Location: New York, United States

Part-time; Allows Remote

### **About RTP and RTP USA**

Based in New York, Right To Play USA is the North American affiliate of Right To Play (RTP). Established in 2000, Right To Play is headquartered in Toronto, Canada and has operations in North America, Europe, the Middle East, Africa and Asia.

RTP USA provides comprehensive support to RTP around the world by raising awareness about its work to improve the lives of children and youth affected by conflict, disease and poverty and mobilizing resources to support programs. Right To Play has pioneered a unique play-based approach to learning and development which focuses on quality education, life skills, health, gender equality, child protection and wellbeing. With programming in 15 countries and over 70 refugee camps, Right To Play transforms the lives of over two million children using play and sports, both inside and outside of the classroom.

### **About the Position**

RTP USA seeks an intern with exceptional writing and research skills to support the Development Team for the spring/summer semester. Reporting to the Manager, Institutional Partnerships at RTP USA, the intern will work with a small but productive team.

This is a part-time internship with a stipend. The ideal candidate will be able to work remotely 15-20 hours per week, preferably in the mornings Monday - Thursday. This internship will begin on June 1, 2021 and will continue for 10 weeks.

### **Primary Responsibilities**

- Draft concise research briefs and funder reviews.
- Complete basic file management and data entry using SharePoint.
- As appropriate, assist in the preparation of grant proposals.
- Support development of annual donor campaign together.

### **Qualifications**

- At least a rising senior or equivalent years of education and/or experience.
- A demonstrated passion for international development and RTP's mission.
- An aptitude for research (e.g., curiosity, critical thinking, and the ability to summarize information).
- Excellent writing, grammar, editing, and proofreading skills, with a keen eye for detail.



JOB DESCRIPTION  
Intern,  
RIGHT TO PLAY USA

- Deadline and task-oriented.
- Ability to manage tasks in a fast-paced, team-oriented (virtual) environment.
- Flexible and able to work remotely, independently and handle multiple projects simultaneously.
- Knowledge preferred of using database systems such as Microsoft CRM or Raisers Edge.
- Experience with working in cross-functional teams and matrixed environments

### How to Apply

To apply, please upload a resume, cover letter, and writing sample (e.g., class paper or another example of writing ability) by April 19, 2021. Applications will be considered on a rolling basis, with preference given to early applicants. Send submissions to USNO National Director Rosemary Trent, [rtrent@righttoplay.com](mailto:rtrent@righttoplay.com).

RTP USA offers academic credit where permitted.

Candidates must be eligible to work in the United States for any employer. Due to the high volume of applications, only candidates selected for an interview will be contacted. No calls please.

RTP USA values a diverse workforce and is an equal opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.