

Center for Democracy  
— IN THE —  
AMERICAS



## Internship Description

The Center for Democracy in the Americas (CDA) offers unpaid internship positions for undergraduate and graduate level students.

CDA is devoted to changing U.S. policy toward the countries of the Americas by basing our relations on respect and dignity, recognizing positive models of governance in the region, and fostering dialogue particularly with those governments and movements with which U.S. policy is at odds.

Our instruments for achieving this objective include leading fact-finding missions for U.S. delegations, working with U.S. policymakers on strategy, sponsoring and disseminating research, hosting events, and conducting public education and outreach via the news media and the internet.

Projects already underway include a program for opening up dialogue with Venezuela and on-going work by the Center's "Freedom to Travel to Cuba campaign."

Interns are selected based on Spanish language and computer skills, work experience, knowledge of Latin America policy and history, and academic performance. CDA will complete any evaluations or paperwork necessary for interns to receive academic credit for their work.

Interns work directly with the CDA director and associates to assist with conference and delegation preparation, web site updates, drafting and editing publications, research support, sizable projects, and many other tasks. Interns participate in project-related, substantive work as well as administrative duties that build the nuts-and-bolts skills necessary to run a nonprofit organization.

### Specific Duties:

- Assist in planning delegations, conferences, and other events.
- Aid in tracking congressional legislation pertaining to Latin America.
- Attend and report on meetings of various coalitions interested in lifting the Cuba travel ban, congressional hearings and meetings, and other meetings pertaining to Latin America.

- Update the Caracas Connect and Cuba Central websites.
- Other duties as needed.

**Requirements:**

- Attention to detail
- Strong organizational and communication skills
- Basic knowledge of Latin American history and society
- Interest in CDA's focus areas
- Flexibility and willingness to perform clerical tasks with a positive attitude
- Working knowledge of Windows-based programs
- Spanish language skills

**Preferred:**

- Native Spanish speaker (completely bilingual)

**Application instructions**

Candidates may begin the application process by submitting the following:

**1. Cover letter** including the following information:

- Any special skills you would bring to the internship.
- Dates and times of availability.

**2. Resume** including references.

**3. Optional:**

- Short writing sample (3-5 pgs) – content should be relevant.
- Transcript(s) – may be unofficial, and may come separate from or later than the rest of your materials.
- Recommendation letter(s) – may come separate from or later than the rest of your materials.

*Please send your application materials to:  
Kendra Seymour, Intern Coordinator at [kendra@democracyinamericas.org](mailto:kendra@democracyinamericas.org)*