



MEXICAN INSTITUTE OF FAMILY AND POPULATION RESEARCH (IMIFAP)

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About Us:

IMIFAP is a non-governmental organization, based in Mexico City, that develops and implements health and life skills programs to improve the lives of those living in poverty. Our work is carried out in the following program areas: HIV/AIDS and development; children, parents and teachers; sexuality and reproductive health; gender, health, violence and rights; capacity building and microenterprise. Our programs contribute to sustainable human development and allow individuals to take control of their own health, productivity and lives.

Intern Profile and Qualifications:

We are looking for summer and academic year interns with a background in sociology, psychology, public health, development studies, reproductive health, community development, economics, or other disciplines related to our programs. We prefer recent graduates and graduate students, though undergraduates with practical experience in the field and/or whose studies are focused on psychology may also apply. Advanced proficiency in Spanish is required, as is proficiency with Microsoft Office. Although not required, academic or professional experience with statistical analysis, particularly in the context of program evaluation, is desirable. We require a minimum commitment of 2.5 months, and also have annual openings for year-long positions.

Dates: Minimum of 2.5 months. Specific dates TBD by intern and IMIFAP.

Compensation: Unpaid, though IMIFAP will assist students in locating accommodation and, in very limited cases, will consider providing a basic stipend to highly qualified candidates willing to commit to longer-term academic year internships.

Logistics: 35 hours per week in a fast-paced office environment.

Responsibilities:

Interns may work in a variety of fields including fundraising and public relations, program development, implementation and evaluation, as well as general administrative support. Possible tasks may include some of the following:

- Internet research
- Quantitative and/or qualitative data analysis
- Report writing (in Spanish and English)
- Research support and writing of academic articles
- Development of program materials
- Grant writing and research
- Translation
- Updating the institutional website
- Assisting in internal and external communications and marketing activities, including development of an institutional newsletter

Contact Information:

If interested, please send your CV, a brief cover letter linking your skills and interests to IMIFAP's thematic and functional areas (which include resource development/communications; program planning and implementation; program evaluation; and/or academic research and writing), and two writing samples (one in English and one in Spanish) to both of the individuals listed below. Referenced academic papers and documents developed during relevant experiences are welcomed as work samples.

Dr. Susan Pick, President, pick@imifap.org.mx

Mónica Rivera, Intern Recruitment, monica@imifap.org.mx

For more information about IMIFAP, please visit us on our website: www.imifap.org.mx