**Job Description**

**Intern, Research & Development**

**Position title:** Intern, Research & Development

**Reports to:** Associate Director, Research & Development

**Job type:** Hourly; non-exempt; full-time

**Date:** Summer 2016

**Salary:** $12.50/hr

One Earth Future Foundation (OEF) seeks an intern to work with OEF research staff on a variety of research tasks supporting the overall OEF mission. Specific areas of focus for this research may include business engagement in preventing human rights abuses and mass atrocities, state and non-state structures that support peace, and policy analysis supporting these questions. Relevant coursework and areas of study include international development, political science, international relations, and peace and security studies. The intern will have myriad opportunities to apply and build on his or her project skills, including regular engagement with internal stakeholders and drafting results summaries and/or reports. This position is based in Broomfield, Colorado, and does not include travel.

Responsibilities include, but are not limited to:

* Conduct background and supporting research to support ongoing and/or upcoming projects
* Assist with developing data sources, creating and maintaining systems for data collection, and gathering qualitative and quantitative data;
* Contribute to data analysis and interpretation of results;
* Assist in preparation of reports;
* Assist with data management, cleaning, and quality control; and
* Support research associates as various tasks arise.

Qualified candidates must demonstrate experience in the following:

* Recent graduate or currently pursuing graduate degree in international development, political science, international relations, and peace and security studies.
* Superb research and writing skills in English.
* Strong interpersonal skills and willingness to learn from others.
* Familiarity with international affairs; experience working abroad a plus.
* Desire to contribute to organizational learning.

**One Earth Future Summary**

One Earth Future Foundation (OEF) is a nonprofit, nongovernmental organization with a vision of developing effective systems of multi-stakeholder governance, on select issues, to reduce armed conflict. As an operating foundation, OEF focuses on both researching and developing ideas, and implementing those ideas in practical projects. See further information at: www.oneearthfuture.org.