

Latin America and Caribbean Focus | Internships

Overview

The Carter Center's Latin America and Caribbean Focus works to enhance democracy and accountability in the region. Our projects aim to strengthen regional capacities in democracy, conflict prevention and transformation, and governance.

We engage in activities to promote democracy and prevent democratic crises through the Friends of the Inter-American Democratic Charter, the Organization of American States, and Carter Center projects (such as our Colombia Peace Implementation Project). LAC monitors regional developments to be able to identify potential projects and/or election missions.

Number of Interns per Semester: 1

Key Responsibilities:

- **RESEARCH AND REPORT (80%):**
 - Conduct research, track events, and contribute to briefing books and project materials as assigned.
 - Utilize diverse sources, including news outlets, social media, academic journals, etc., to gather information.
 - Prepare short briefs on events and issues or leader profiles.
- **DATABASE MANAGEMENT (5%):**
 - Enter and retrieve data using various computer systems, including SharePoint, to maintain accurate, up-to-date information in project files.
 - Document procedures for accessing shared computer files to ensure continuity in data management.
- **INSTITUTIONAL SUPPORT (5%):**
 - Take notes and produce rapporteurship reports for internal program meetings and external conferences.
 - Assist in facilitating effective communication within the program and across The Carter Center.
- **COMMUNICATION AND CORRESPONDENCE (5%):**
 - Aid in translating documents from Spanish to English and vice versa to facilitate communication between stakeholders.
- **ADDITIONAL DUTIES (5%):**
 - Perform other related tasks as required to support the goals and activities of the Latin America and Caribbean Focus.



Preferred Qualifications:

- Minimum GPA: 3.2
- Majors: Political science, development studies, international affairs, Latin America and the Caribbean studies, or any other relevant majors.
- Language: Bilingual proficiency in English and Spanish is required.
- Course requirement: At least two semesters of Spanish-language coursework (waived for native speakers).
- Ability to be flexible and work effectively as part of a team.
- Cross-cultural competency: Ability to navigate and work effectively within a diverse cultural environment, understanding the nuances of Latin American and Caribbean contexts.
- Analytical skills: Capacity to critically analyze information and synthesize key insights to support project objectives.
- Time management: Demonstrated ability to prioritize tasks effectively and meet deadlines in a fast-paced environment.
- Initiative: Willingness to proactively contribute to the success of projects and initiatives within the Latin America and Caribbean Focus.
- Adaptability: Flexibility to adapt to evolving project needs and willingness to take on new responsibilities as required.
- Attention to detail: Strong attention to detail in data management, report writing, and administrative tasks to ensure accuracy and quality in project deliverables.