



## **Summer Internship 2024: Learning and Development (L&D) Intern (based in Washington, DC)**

The Solidarity Center is the largest U.S.-based international worker rights organization helping workers attain safe and healthy workplaces, family-supporting wages, dignity on the job and greater equity at work and in their community. Allied with the AFL-CIO, the Solidarity Center assists workers across the globe as, together, they fight discrimination, exploitation and the systems that entrench poverty—to achieve shared prosperity in the global economy.

The Solidarity Center provides a wide range of education, training, research, legal support, and other resources to help build strong and effective trade unions and more just and equitable societies. Our programs—in some 60 countries—focus on human and worker rights, union skills, occupational safety and health, economic literacy, human trafficking, women’s empowerment, and bolstering workers in an increasingly informal economy.

The Solidarity Center’s headquarters in Washington, DC is offering in-person internships to undergraduate and graduate students and recent university/college graduates during the summer 2024. Solidarity Center internships provide a great opportunity to work for social justice globally.

Interns are required to work full-time (35 hours per week), 5 days a week, for 10 weeks. Work will be conducted from the Solidarity Center’s headquarters office in Washington, DC. Full-time interns will receive a \$6,125 stipend during their internship. Please note this is an in-person internship.

Please note, COVID-19 vaccinations and boosters are mandatory for all employees, interns, and visitors to the Solidarity Center office.

**Position:** Learning and Development (L&D) Intern

**Location:** in-person, Washington, DC, Solidarity Center headquarters

**Time-period:** June-August 2024, full-time (35 hours per week, 5 days a week, 10 weeks)

**Position Description:** The intern will work with the Organizational and Leadership Development Department, specifically the Learning and Development (L&D) Team, which promotes professional development opportunities and training for our staff worldwide. This is an ideal opportunity for a student seeking to explore aspects of Human Resources, Adult Education, and/or Organizational Development in an international, non-profit setting.

### **Responsibilities may include:**

1. Research: Carry out research from primary and secondary sources to create training materials on selected topics
2. Assist with creating and designing online training/course materials using content creation tools, such as Articulate 360 and PowerPoint
3. Conduct interviews with staff and collect data on staff learning needs

4. Attend organizational and public online forums, roundtables, and panel discussions addressing learning and development issues relevant to Solidarity Center and draft summary notes
5. Assist with compiling utilization reports and conducting analysis regarding SC's learning management system (LMS)
6. Attend and support L&D staff with in-person and virtual events and workshops
7. Collaborate with Solidarity Center staff to strategize how to align learning and development initiatives with new hire orientation
8. Provide support for collecting and organizing materials for the L&D Resource Library
9. Participate in the Solidarity Center's Learning and Education sessions for interns.

**Qualifications:**

- Demonstrated interest in social justice and worker rights.
- Demonstrated interest in HR, Adult Education, and/or Organizational Development, specifically the tools and practices relevant to staff learning, professional development, and growth.
- Familiarity with adult learning techniques.
- Excellent writing skills.
- Very good computer skills including word processing, spreadsheets, and PowerPoint.
- Good qualitative and quantitative research skills.
- Ability to quickly learn new software, particularly video editing and online content creation tools.
- Ability to work independently.
- Ability to meet deadlines.
- Good communication and interpersonal skills.
- Sound judgment and ability to think creatively.

**Deadline:** Applications are being accepted until the position is filled.

**To apply:** To apply, submit a cover letter, resume, and writing sample (3-5 pages) to Solidarity Center Internship Coordinator, Nalishha Mehta, at [nmehta@solidaritycenter.org](mailto:nmehta@solidaritycenter.org).

Please indicate the specific internship you are applying for in your cover letter and submit all documents as Word or PDF attachments to the email. If you are applying for more than one internship, please submit a separate application (separate email) for each internship. Please no telephone calls. Due to capacity constraints, only short-listed candidates will be contacted.

The Solidarity Center is an equal employment opportunity employer that does not discriminate against any person employed or seeking employment based on race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, marital status, disability, veteran status, or any other status protected under applicable law. Candidates from traditionally underrepresented groups are strongly encouraged to apply.