

Job Description and Expected Profile

The person in this fellowship will support program development in improving and expanding the mission of Essential Partners in communities both domestically and internationally through the translation of resources and assisting in the creation of support materials for stakeholders wanting to have dialogues in their communities--particularly surrounding refugees.

If fellows are interested, there are also opportunities to learn about Project implementation from the beginning stages of marketing and business development through to the final steps of post-project evaluations and reporting. Fellow can have a personal project they would like to work on during their time here that aligns with the mission and work of the organization, staff and associates are available to meet and mentor the fellow to support the development of that Project in as much as time and expertise allow.

- Participate in training workshops and other onboarding processes to learn about Essential Partners' approach to dialogue
- Translate between 5-10 existing resources from English to Arabic (preferred) or English to Turkish
- Work with the Program Development Coordinator to use existing resources from national and international projects on refugee dialogues to create a set of materials to support partners after trainings to move forward with dialogues in their communities about refugees
- Research and write a blog post or impact story about Essential Partners' work in Turkey or another community
- Provide administrative, development and/or program team support as needed
- Solid research and analysis skills, including the ability to search through databases of files and find relevant material, cross-reference different materials and isolate common themes and main points
- Strong writing skills with the ability to compile and organize information in a concise and logical manner
- Professional communication and organization skills

Language Skills

- Fluent knowledge of English (C1 or C2 on the [CEFR Global scale](#))
- Strong proficiency in Arabic preferred

Proposed Time for the NGO Mobility Program

- This full-time fellowship begins on April 27th and has a flexible end date of June 27th through July 27th

The program will be implemented in Boston, USA.