

## OPERATIONS INTERN

**Application Closing Date:** Sunday, August 24<sup>th</sup>, 2025

**Start Date:** Mid-September

**Period of Internship:** 10 to 15 hours per week. Requires a one-year commitment.

**Location:** Washington, D.C. with a remote option available

**Compensation:** \$17.95/hour

**Reporting Line:** Executive Director

### ABOUT TRANSPARENCY INTERNATIONAL U.S.

Transparency International U.S. (TI US) is part of the world's largest coalition against corruption. We give voices to victims and witnesses of corruption, and work with governments, businesses, and citizens to stop the abuse of entrusted power.

In collaboration with national chapters in more than 100 countries, we are leading the fight to turn our vision of a world free from corruption into reality. Our team focuses on stemming the harms caused by illicit finance, strengthening political integrity, and promoting a positive U.S. role in global anti-corruption initiatives. Through a combination of research, advocacy, and policy, we engage with stakeholders to increase public understanding of corruption and hold institutions and individuals accountable.

### RESPONSIBILITIES

TI US is seeking a motivated intern to assist with the organization's operations and outreach to stakeholders. Responsibilities include:

- Scheduling lobbying and coalition meetings;
- Sharing information (press statements, reports, and other materials) with stakeholders;
- Covering/taking minutes at meetings;
- Creating communications content for social media and maintaining various social media channels;
- Assisting with updating the TI US website;
- Maintaining and updating contact databases;
- Conducting background research and preparing short briefs to better inform projects;
- Tracking relevant pieces of legislation for the organization's advocacy program; and,
- Other responsibilities as needed.

### REQUIREMENTS AND QUALIFICATIONS

- Strong organizational, administrative and logistical skills;

- Proficiency with Microsoft Office Suite and social media platforms;
- Strong writing and communications skills;
- Graphic design skills are a plus; and,
- A strong commitment to Transparency International's mission.

## CONTACT INFORMATION

Please send a resume and cover letter via email to Annalise Burkhart, Program and Research Associate for TI US, at [aburkhart@us.transparency.org](mailto:aburkhart@us.transparency.org) with the subject line "TI US Intern." The closing date for applications is 11:59pm ET, Sunday, August 24<sup>th</sup>, 2025. Only short-listed candidates will be contacted.

TI US is committed to creating an inclusive and equitable work environment. We actively seek a diverse applicant pool and welcome applications from qualified candidates of all backgrounds.

To learn more about TI US, please visit our website at [us.transparency.org](https://us.transparency.org) and follow us on social media at [@TransparencyUSA](https://twitter.com/TransparencyUSA).