

Job Title:	Virtual Consulting Internship or Co-Op (Unpaid)
Work Location:	Fully remote/online (Worldwide)
Pay:	\$0,00 (\$0.00) per hour
Compensation:	Academic/research development; global citizenship and leadership development; cross-cultural learning; professional development
Working hours:	10-15 hours per week (July - December 2020)
Organization Website:	www.bgglobalpartners.com

BG Global Partners is a global consulting firm that offers services in international education, international development, leadership and management, governmental relations, public policy, research and work-place training. As a Consulting Intern, you will work directly with Senior Consultants on several ongoing projects. Your **duties** may include:

- Web-based research using common academic and non-academic search engines and other tools
- Data collection, processing, and management using appropriate software applications
- Document and literature review
- Statistical analysis using SPSS and other applicable software
- Preparing research reports, presentations and other publications as needed using appropriate software applications
- Social media management
- Contributing to and maintaining a weekly research blog
- Research network building
- Ability to attend online team meetings
- Other customized tasks as assigned

Minimum Qualifications:

- Excellent written and verbal communication, problem solving and analytical skills
- Self-starter who can work with limited supervision
- Strong English language proficiency (written and spoken)
- Excellent digital literacy and skills (e.g., familiarity with transcription software/app, data analysis software, google apps, Microsoft Word, Microsoft Excel, online communication tools; etc.)
- Excellent time management skills and work ethic
- Proven ability to work both independently and as a part of a team
- Interest in cross-cultural learning and global competence development

Preferred qualifications:

- Successful completion of Bachelors' Degree or equivalent
- Multiple language skills (written and spoken)
- Prior research experience
- Minimum 6 months volunteer or paid related work experience
- International or cross-cultural experiences

How to Apply:

Please submit cover letter, resume, and name/contact (email, and phone) of two professional references via email: info@bgglobalpartners.com