



International Emergency and Development Aid (IEDA Relief) Inc.

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International Emergency and Development Aid (IEDA Relief) is a Not-for-Profit organization, 501(c)3 Tax-exempt Headquartered in Houston, Texas, USA with office in Brussels, Belgium (IEDA Relief Belgium) and global operations in few countries around the globe providing Humanitarian/Relief and Development Services. IEDA Relief is an emerging organization committed to taking the most effective, flexible and innovative approaches to Humanitarian and development work. Our mission is to alleviate the suffering of vulnerable people tackling the underlying causes of poverty so that they can become self-sufficient and achieve their full potential. Since 2008, IEDA Relief has worked in 12 countries with an \$80M investment over 260 projects helping people as they transition to longer-term development. Our staff focus on marginalized people, as well as internally displaced persons and refugees. We have facilitated and delivered the key components of support and coupled activities with community capacity building to develop a local voice, ownership, and technical capability for communities to support their transition to longer-term sustainability. Why IEDA Relief? We know communities – we do not just say it, we practice it. We are working intimately with communities from Day One. For us, it does not make sense to work in communities without understanding them and learning from them – their people, their needs, what drives them, social structures, cultural practices, and interactions. When the situation calls, we work quickly so that we do not lose time further down the road when problems arise. During this worldwide Pandemic of Covid-19, IEDA Relief picked up the call and is responding to feeding the 1st Responders by raising funds and receiving in-kind donations.

Be a Part of the IEDA Relief Team!

Globally, volunteers and interns (many of which are locally recruited) play a vital role in IEDA Relief's programs and operations. Volunteers and interns from diverse backgrounds dedicate their time and skills to work directly with program beneficiaries, develop IEDA Relief's organizational capacities, help with IEDA Relief events and fundraisers, and take part in emergency response missions in the critical days and months following a conflict or natural disaster.

IEDA Relief actively recruits volunteers and interns for specific postings (see below), and also accepts applications on a rolling basis. Prospective interns must be currently enrolled in or recent graduates of an undergraduate or graduate educational institution; internships are generally unpaid unless special arrangements are made with your academic institution.

View the opportunities posted below for specific internships and volunteer openings.

Depending on the needs of the office and an individual's level of experience, examples of volunteer/intern duties include:

- Short- and long-term program assistance to educate, mentor, and otherwise provide support to refugees, asylum seekers, immigrants and other vulnerable populations of all ages
- Assisting IEDA Relief staff with program data entry, monitoring and evaluation, reporting/translation and website updates
- Assisting with IEDA Relief events, (social) media campaigns, and fundraisers
- Conducting research and producing proposals regarding potential new IEDA Relief programs and/or solutions to help meet organizational objectives
- Providing specific skills and/or expertise in finance, marketing and media, HR, emergency management, IT, or other areas of specialization to add to IEDA Relief's programs and organizational capabilities

[Apply Today!](#)

At IEDA Relief, our mission is to alleviate the suffering of vulnerable people. We are a (501(c)3) Tax Exempt NGO under IRS Charity code, an Organization in Special Consultative Status with the UN Economic and Social Council (ECOSOC) since 2017.



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If you are interested in becoming an IEDA Relief volunteer or intern, please email your resume/CV to volunteer@iedarelief.org. Please note only applicants that state their availability will be considered. In the subject line of your email, specify the position and the location where you want to serve.

Web Designer/Web Developer

A web designer/developer is responsible for the design, layout and coding of a website. They are involved with the technical and graphical aspects of a website—how the site works and how it looks.

The web designer/developer will:

- Upload the site onto a server and register it with different search engines
- Confers with development teams to prioritize needs, resolve conflicts, develop content criteria, or choose solutions.
- Backs up files from Web sites to local directories for instant recovery in case of problems.
- Identifies problems uncovered by testing or customer feedback, and corrects problems or refers problems to appropriate personnel for correction.
- Evaluates code to ensure that it is valid, is properly structured, meets industry standards, and is compatible with browsers, devices, or operating systems.

General Accountabilities—A web designer/developer should:

- Have skills in software programming and graphics
- Have creativity and imagination
- Be adaptable and able to pick up new techniques
- Have good interpersonal and communication skills
- Keep up to date with advances in computer technology and how this affects the business environment
- Be able to work to tight deadlines
- Be thorough and precise in their work, but be able to multi-task
- Be aware of international web standards and protocols, and
- Maintains understanding of current Web technologies or programming practices through continuing education.
- Identifies or maintains links to and from other Web sites and checks links to ensure proper functioning.
- *The company reserves the right to add or change duties at any time.

Job Qualifications

- Education: Bachelor's degree with 1-2 years of related experience

Skills

- Excellent verbal and written communication
- Critical thinking
- Judgment and decision making
- Systems analysis
- Systems evaluation
- Programming
- Complex problem solving
- Monitoring
- Coordination
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