

Self-Help International Development and Communications Internship Job Description

Job Title: Development and Communications Intern

Salary Range: This is an unpaid internship. School credit is available.

Department: Marketing and Public Relations/Development/Non-Profit/Communications

Reports to: The intern shall report to the Deputy Director with occasional communication with the Executive Director.

Employment Status: Temporary

Position Summary: Duties may include but are not limited to writing PR materials or marketing copy including press releases, website copy, coordinating specialty publications, managing public relations archives and photo resources, planning special events or promotions, working with other staff and offices to improve communication efforts, interacting with outside design vendors and members of the media, assisting with social media outreach efforts with possible opportunities for filming, interviewing and editing video, supporting Self-Help's fundraising efforts, and collecting research and assisting the Self-Help's overall marketing and development.

Minimum Job Requirements: This position requires strong written and verbal communication skills, proofreading skills, the ability to work to deadlines and effectively multi-task. Some experience in communications and/or event planning is preferred.

Working Conditions: The position is considered an unpaid internship and requires 15-30 hours a week (depending on role assigned and requirements for college credit). While the majority of the position duties will be completed in the office, some tasks and events may occur outside of the office. Minimal driving may be required to transport supplies to events or attend off-site meetings.

Availability:

- Office Hours, Monday-Friday, anytime between 8:30 a.m.-5 p.m.
- Some weekends and weeknights, depending on role assigned
- Length and time period of internship will depend on each intern's individual goals, with internships available for anywhere from one month to a year.

Apply:

Please submit cover letter, résumé and writing and/or design samples to Nora Tobin at nora@selfhelpinternational.org