



# Hope for Haiti®

## Communications and Events Intern Job Description

<b>Position Title:</b>	<b>Communications and Events Intern (Naples, FL Office)</b>							
<b>Post Date:</b>	February 15, 2016			<b>Start Date:</b>	May 2016			
<b>Status:</b>	<input type="checkbox"/>	Full Time	<input type="checkbox"/>	Part Time	<input type="checkbox"/>	Contract	<input checked="" type="checkbox"/>	Temporary
<b>Reports to:</b>	Chief of Donor Experience							

**Mission Statement:** To improve the quality of life for the Haitian people, particularly children, through education, nutrition, and healthcare.

**Brief Organizational Summary:** Hope for Haiti is an innovative and creative international development organization that has been working in Haiti for over 26 years. The organization partners with private donors to create community-based sustainable change through a grassroots and strategic holistic approach. Hope for Haiti is an action-oriented and fast-paced organization that believes in partnership solutions to poverty alleviation. Hope for Haiti's vision for the future is one of strategic growth in creating healthy, sustainable communities. Hope for Haiti has a distinguished and well-established Board of Directors that provides the organization with strong governance, oversight, and strategic direction. Building upon the organization's proven track record of success, Hope for Haiti stays true to its mission and founding principles, while offering a dynamic and supportive work environment. For more information about Hope for Haiti, please visit [www.hopeforhaiti.com](http://www.hopeforhaiti.com).

**Position Title:** Communications and Events Intern

**Position Description:** Hope for Haiti seeks a dynamic, self-starter to assist in communications and events in Naples, FL. This internship is an excellent opportunity to experience various aspects of donor engagement, marketing, and sustainable programming, while working for a well-known nonprofit organization.

The **Communications and Events Intern** will work in the Naples, FL office. In collaboration with the Chief of Donor Experience and the Next Generation Board, the intern will develop and lead the planning and execution of Hope for Haiti's 6th annual pub crawl on August 13, 2016. The intern will be responsible for assisting with venue coordination, sponsorships, scheduling, logistics, presentation, material design, and donor relations etc....

The Communications and Events Internship responsibilities include:

- 1) Event planning and participation: 75%
- 2) Developing Communications: 15%
- 3) Support to the Donor Experience team on related tasks: 10%

***Final Deliverables:***

1. Develop promotional materials- flyers, web communications and other media for ticket sales and awareness building.
2. Write press releases pre- and post- event and ensure coverage
3. Contribute and execute on new ideas to meet/exceed event revenue goals
4. Oversee timeline for event

**Education, Skills & Experience**

- A current student pursuing a bachelor's degree (BA or BS) from an accredited university, and/or (Master's) degree preferred, Marketing/Business/Communications major a plus.
- You must have established strong academic performance (3.0/4.0 GPA or better)
- Experience with video/photo editing for creating promotional materials.
- A demonstrated interest in non-profit development, a plus.
- Experience with small-to-medium size event planning and execution.
- Confidence, energy and professional presence to act as the face of Hope for Haiti.
- High level of professionalism and customer service.
- Excellent social medial skills, written & verbal communication skills and strong research & presentation skills.
- A minimum 2-month commitment is required, as well as availability on August 13, 2016.

**COMPENSATION & BENEFITS**

This is an unpaid internship. The organization will cover any pre-approved work-related expenses.

Please send cover letter and resume (with references) via e-mail to [careers@hopeforhaiti.com](mailto:careers@hopeforhaiti.com). **Application is due by April 15<sup>th</sup>** or until a qualified candidate is selected. Applications are accepted on a rolling basis. Please visit Hope for Haiti's website to learn more about us [www.hopeforhaiti.com](http://www.hopeforhaiti.com)