



Hope for Haiti®

Development & Communications Intern Job Description

Position Title:	Development & Communications Intern									
Post Date:	June 1, 2017				Start Date:		June 15, 2017			
Status:	<input type="checkbox"/>	Full Time	<input type="checkbox"/>	Part Time	<input type="checkbox"/>	Contract	<input checked="" type="checkbox"/>	X	Temporary	
Reports to:	Director of Program Communications									

Mission Statement:

To improve the quality of life for the Haitian people, particularly children, through education, healthcare, water, infrastructure and economy.

Organizational Summary:

Hope for Haiti is an innovative and creative international development organization that has been working in Haiti for over 28 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.

Position Description:

Hope for Haiti seeks a dynamic, creative self-starter to assist in the development team with fundraising, events and marketing. This internship is an excellent opportunity to experience various aspects of nonprofit fundraising and development, event coordination, communications & marketing, grant writing, and sustainable programming, while working for a well-known nonprofit organization. The Development & Communications Intern will work in the Stamford, CT office 1-2 days per week. The Development and Communications internship responsibilities include:

1. Communications: 50%
 - a. Social media content creation
 - b. Direct email marketing coordination
 - c. Communications storyboard management
2. Donor Database & Donor Services: 10%
 - a. Email List Management
 - b. Donor acknowledgement
 - c. Administrative tasks (scanning, sorting, filing, copying etc).
3. Events: 20%
 - a. Event support (planning, execution and follow up acknowledgements)
 - b. Volunteer coordination on day of event
4. Program Impact & Reporting: 20%
 - a. Collect and synthesize program impact
 - b. Data input

Education, Skills & Experience

- A current student pursuing a bachelor's degree (BA or BS) from an accredited university, and/or (Master's) degree preferred, International Development, Nonprofit studies major a plus.
- Strong academic performance (3.0/4.0 GPA or better)

- Proficiency in Microsoft Suite, Raiser's Edge, Constant Contact and Salesforce.
- A demonstrated interest in non-profit development in Haiti a plus.
- Access to a laptop.
- A minimum 2-month commitment is required.

Compensations & Benefits

This is an unpaid internship. The organization will cover any pre-approved work-related expenses. Please send cover letter, resume (with references) and online portfolio via e-mail to careers@hopeforhaiti.com. Application is due by June 15th or until a qualified candidate is selected. Applications are accepted on a rolling basis.