



Summer Intern

Job Title:	Summer Intern
Reports to:	Senior Managers
Location:	Silver Spring, MD
Status:	20 hours / week; paid

Job Purpose

The Summer Intern will have the opportunity to work with each department of the U.S. office of Humanity & Inclusion, with the majority of experience gained from the communications, private fundraising and institutional funding divisions.

In communications, the successful candidate will put editing skills and growing knowledge of communications, digital marketing, and social media to work, helping Humanity & Inclusion increase the number of Americans exposed to and interested in our work, and to improve our overall brand recognition. Specific tasks will aim to further bolster online communications, and media research.

The Summer Intern will work on the following tasks:

1. Marketing and Communications

- Produce and plan promotion of new content
 - i. Work with Marketing & Communications team to edit and create new content (news stories, profiles...), and to prepare these documents for publication online, on social media, and in other publications as assigned.
 - ii. Update at least 30 country pages on the website, suggest promotion options for relevant social media channels.
- Support media relations
 - i. Bolster key media lists for outreach

2. Fundraising

- Assist with donor mailings
- Provide support to the team on an as-needed basis



3. Institutional Funding

- Assist with preparing and/or editing proposal documents such as letters of commitment, past performance references, and key personnel resumes.
- Conduct background research, as needed, in donor priorities in specific countries to support Institutional Fundraising's contributions to country strategic operational plans.
- Track future funding opportunities with US governmental donors (USAID, Department of State), foundation, etc. and input findings into internal management document.

4. Support to other units as requested

Skills and abilities

The successful candidate will demonstrate many of the following skills:

- Ability to work independently and with others, generate new ideas, and adapt to changing priorities
- Excellent attention to detail
- Excellent writing and editing skills. Experience in journalism and writing for an online audience preferred, but not required
- Graphic design skills, especially basic knowledge of InDesign, a plus
- Knowledge of French a plus, but not required

How to apply

Application deadline: **Friday, May 18 2018**

Please submit your application to recruit.usa@hi.org with "**Summer Intern**" in the subject line, and include:

- Cover letter that specifically explains why you'd like to work for Humanity & Inclusion, as well as what you'd like to learn or experience during the summer internship.
- Current resume/CV
- Any relevant writing samples



Humanity & Inclusion is happy to meet any reasonable accommodations that an applicant requires.

Applicants with disability are encouraged to apply.

Compensation commensurate with experience.

IMPORTANT NOTE: Only applicants with existing permission to work in the U.S. will be considered.