

TRICKLE UP

# Development & Communications Intern

Fall/Winter 2019

Trickle Up seeks a Development & Communications Intern to support the Development & Communications team with activities connecting Trickle Up's work to target audiences and donors, media, peer organizations, and the general public. These activities include online communications, press relations, and relationships with peer organizations.

In addition, the intern will become Trickle Up's historian, digging through our four decades of history and ensuring relevant documents are saved and organized for the digital age. These activities include digitizing documents and videos and organizing digital files for our knowledge management system.

We are looking for someone who can commit to working at least 15 hours per week for 10 to 12 weeks. This is a unique opportunity to work in an innovative, rapidly growing nonprofit environment and gain experience working in collaboration with other departments within Trickle Up. Duties include:

- Organizing and creating content for the Trickle Up website
- Creating and posting content to Trickle Up's social media platforms
- Monitoring media and other outlets for relevant news, trends and coverage of Trickle Up and issues related to the fields of international development and poverty alleviation
- Researching opportunities to increase visibility of Trickle Up with the general public through press and editorial calendars
- Cataloging and digitizing Trickle Up content and collateral
- Coordinating with the development and fundraising team to support their efforts in research and outreach
- Handling some administrative responsibilities including maintenance of files and digital and print content

Potential interns are preferably undergraduate students or others with relevant experience. We look for a focus in studies on communications, poverty alleviation, human rights, international relations, political science and interdisciplinary studies. An interest in fundraising or marketing is preferred but not required – training will be given if needed.

**Candidates should have:**

8/09/2019

- Outstanding oral and written communication skills
- Ability to work both independently and as part of a team, managing multiple priorities
- Attention to detail, organizational skills, and flexibility
- Self-motivated and enthusiastic about learning about poverty alleviation and economic development; previous NGO experience preferred
- Bachelor's degree or current enrollment in an undergraduate or graduate program, preferably in communications, marketing, international development, international relations, or a related field
- Familiarity with Microsoft Office 360 functions, website content management systems (WordPress) and database systems, preferred.
- Basic knowledge of Adobe Photoshop and InDesign, preferred.

## Compensation

This is an unpaid internship. We will gladly work with your institution to give you academic credit for your experience.

## To Apply

Send a cover letter and resume to Andrew Rizzardi at [arizzardi@trickleup.org](mailto:arizzardi@trickleup.org) with "Development & Communications Internship" in the subject line. No phone calls, please. Only finalists will be contacted. Applications will be considered on a rolling basis.