

TRICKLE UP

COMMUNICATIONS INTERN

Deadline: Rolling

Hours and Duration: Part-time; starting September 2022 for a minimum of 3 months and up to 6 months

Location: Manhattan, New York (Hybrid)

Trickle Up Overview:

Trickle Up is a global poverty alleviation nonprofit with a mission to partner with women in extreme poverty to build economic opportunity and drive inclusion. In partnership with governments and local, national, and international organizations, we reach underserved women in remote, rural areas with livelihood programming. Together, we equip women with tools and support as they forge their own resilient pathways out of extreme poverty for themselves, their families, and their communities.

Internship Overview:

We are currently looking for an intern who will support the Communications Department's work to engage Trickle Up's diverse audiences. The intern will gain exposure to the international development and NGO sectors, while developing skills in different areas of communications, including digital and media outreach. Trickle Up provides a friendly and flexible work environment and the chance to work with a committed, skilled, and fun team.

We prefer the intern to be based in the tri-state area and be available to work from the New York office once a week. However, remote working arrangements will be considered depending on the applicant's skills. This is an unpaid internship position.

Scope of work:

With direct oversight from the Director of Communications, supported by the Communications Officer, the intern may be involved in one or more of the following activities:

Digital communications:

- SEO research
- Social media
 - Social listening
 - Research on evolving best practices
 - Content curation
 - Draft timely and creative content, including graphics
- Write at least one blog post on subject of choice

Public relations:

- Media monitoring
- Publications/journalist research
- Build media lists
- Research and track mentions
- Press clippings, as appropriate

Other communications projects:

- Contribute to collateral development
- Support execution of virtual events
- Provide editorial support, including for development of blog posts

Learning objectives:

At the end of the internship, the intern is expected to:

Gain a better understanding of organizational communications and how to apply digital communications, including social media, and aspects of PR to the NGO context.

Requirements:

- Be currently enrolled in an undergraduate or graduate degree-granting program or a recent graduate
- Demonstrated interest in communications, NGOs, and/or international development
- Strong writing, editing, and research skills
- Familiarity with news media and online platforms and a basic understanding of trends and best practices in communications/social media
- Social media skills (Twitter, Facebook, Instagram, LinkedIn) with familiarity of social media applications for NGOs
- Enjoy working collaboratively, while being self-directed as needed
- Strong attention to detail
- Be able to commit between 3-6 months, at least 15 hours per week
- Proficiency in a second language, especially Spanish, is a big plus

Application:

Please send the following documents to communications@trickleup.org:

- Cover letter
- Resume
- One (1) short writing sample in English (max. 3 pages)

Please indicate "Fall 2022 Communications Internship Application" in your subject line. Applications are considered on a rolling basis. Applicants with the required skills will be contacted for interviews; please do not call. Thank you for your interest in Trickle Up!