

## **Development and Communications Team**

### **About this job**

The Development and Communications Intern (DCI) will support the Executive Director (ED) and Volunteer Program Coordinator (VPC) in their achievement of the highest standards within the resource development areas of marketing and communications, fundraising, recruiting, business partnerships, and operational tasks. Additionally, the DCI will provide direct support to the VE Global team on logistical, strategic and operational aspects of VE Global's initiatives.

The Development and Communications Internship will provide the candidate with the opportunity to get a comprehensive view of an international nonprofit organization that focuses on providing social services to at-risk children and youth through its volunteer program. The DCI will gain unique insight into the operations of a dynamic organization that values empowerment, community, positivity, integrity and responsibility.

### **Reports to:**

Executive Director (ED)

### **Responsibilities and Tasks**

- Assist the Executive Director with resource development initiatives, such as fundraising
- Coordinate volunteer fundraising/events, with international and local alliances
- Coordinate the class fundraising efforts including campaign design group meetings and D-day planning.
- Be the representative for the fundraising event; plan, design, coordinate, and be the go to person.
- Learn from past fundraising events and suggest improvements.
- Revise fundraising platforms: global giving, crowdfunder, amazon smile, etc
- Connect and explore potential partnerships with NGOs and other kinds of structures
- Design impactful presentations (iff, ubir al sur, am solidaria, futbol mas, etc)
- Provide support to staff in execution of volunteer program activities, such as Orientation, Jornada, VEpalooza, fundraising events, awareness campaigns, etc.
- Perform general office and administrative tasks as assigned

### **Preferred Qualifications**

- Course work (or equivalent experience) in Marketing and Communications, Business Administration, Development/Fundraising, Public Policy or related fields
- Excellent verbal communication and active listening skills
- Leadership and management experience

## ***Fundraising and Alliances***

- Professional, confident and driven work style with a competitive spirit
- Strong teamwork and interpersonal relationship skills
- Ability to work independently with little or no supervision
- Excellent organization, communication and critical thinking skills
- Strong written and oral communication skills in English and Spanish
- Enthusiasm and passion for VE's work
- Proficiency in Office, Google Apps, Salesforce (or other Database Management/CRM programs) and other computer skills (HTML experience a plus)

## **Terms**

The DCI is a full-time or part-time, unpaid internship position. The minimum weekly commitment is 20 hours per week. The intern must be available to fulfill their scheduled work hours during the VE office hours of 10 a.m. – 6 p.m. Monday through Friday; however, interns may also be expected to work outside of these scheduled hours and should be willing to provide extra support when necessary (including on some weekends). Interns assume responsibility for their own, individual health insurance coverage. Interns must commit to a minimum 3-month internship and will accrue 2 vacation days per month (at full-time commitment; 1 vacation day per month at ≤20 hours/wk). Vacation must be approved by the ED with at least 2 weeks advance notice.

## **How to Apply**

Internship positions are limited and competitive. Applications will be received on a rolling basis, with positions being filled as needed and when available. Please submit cover letter and resume (.doc or .pdf) through VE Global's online intern application at: <http://ve-global.org/about-us/internships/intern-application>. Applications may be shared internally with VE Global Staff for review, and interviews will be scheduled with selected applicants.