

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 ED and the VPC in responding to general inquiries through the VE Global *info@* e-mail and *pr@* e-mail accounts.
- Connect with universities and recruit locally and internationally
- Continue relations with universities in Europe and Latin America, and expand these.
- Design a calendar of actions to support communications with universities and promote positions - mass emails
- Design and offer products and support to universities for marketing
- Update external recruiting sites and explore new opportunities
- Create link with former volunteers, for possible donations and/or collaborations
- 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
- Assist with Salesforce database management and communications in English and Spanish, in order to secure, organize, and record donations

Preferred Qualifications

- Course work (or equivalent experience) in Marketing and Communications, Business Administration, Development/Fundraising, **Public Policy or related fields**

Recruiting and International Relations

- Excellent verbal communication and active listening skills
- Leadership and management experience
- 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.