



Communications & Marketing Internship Announcement

2017–2018 Academic Year

The Global Fund for Children (GFC) transforms the lives of the world's most vulnerable children and youth and empowers them to reach their potential. GFC advances the education and dignity of young people through its grantmaking program, which finds, funds, and strengthens innovative community-based organizations around the world. Since 1997, GFC has invested nearly \$40 million in more than 635 grassroots organizations in over 75 countries.

PURPOSE

GFC is seeking a communications and marketing intern to provide a wide range of research, editorial, administrative, and general support to the communications and marketing team.

In return, GFC will provide an opportunity for the intern to gain experience in and familiarity with areas such as communications, marketing, public relations, thought leadership, international development, children's issues, event planning, fundraising, and the day-to-day operations of a nonprofit organization. This is an exciting chance to be part of GFC's mission and vision.

RESPONSIBILITIES

Responsibilities include, but are not limited to, the following:

- Provide writing assistance and other support for content development and media outreach
- Attend relevant meetings and strategy sessions
- Manage content for GFC's social media accounts and website
- Assist with special projects and communications efforts as needed
- Assist communications staff with event planning and preparation

QUALIFICATIONS

Strong writing and research ability, desire to learn more about public relations and philanthropy, knowledge of basic computer applications (Word, Excel, PowerPoint), good interpersonal skills, attention to detail, familiarity with social media platforms, and a demonstrated commitment to GFC's mission and values. Public relations, graphic design, and digital media experience (including WordPress, HTML, and Cision) is a plus. Must be a current undergraduate or graduate of an academic institution.

HOURS AND COMPENSATION

A firm commitment of 16 hours per week is required for the full academic year. Work schedule is flexible within business hours (9:00 a.m. to 5:00 p.m.). This is an unpaid position, with a stipend provided for commuting expenses. College credit is available depending on the requirements of the college or university.

HOW TO APPLY

Please submit a cover letter, resume, and one-page writing sample by email to jobs@globalfundforchildren.org. Please put "Communications Intern – Academic Year" in the subject line. No phone calls, please.

FOR MORE INFORMATION: Please visit GFC's website at www.globalfundforchildren.org.