



Marketing & Communications Internship Announcement

Spring 2019

Who we are:

Global Fund for Children partners with grassroots organizations around the world to help children and youth reach their full potential and advance their rights. We are the only global nonprofit dedicated to discovering, funding, and collaborating with grassroots organizations that empower children and youth. Since 1997, GFC has impacted the lives of over 10 million children through a network of 675 grassroots organizations worldwide. Learn more: www.globalfundforchildren.org.

Who we need:

GFC seeks a part-time Marketing & Communications Intern to provide a wide range of research, editorial, digital media, and general support to the Marketing & Communications team in its Washington, DC office. This is an exciting opportunity to be part of GFC's mission and vision.

What you'll gain:

GFC provides the opportunity for its interns to gain professional experience and skill sets in 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. Interns have access to a wide range of professional development opportunities, from in-office events with partners and experts from around the world, to training in communications platforms such as WordPress, Adobe Creative Cloud, and more.

What you'll do:

- Provide support and writing assistance for content development and media outreach
- Attend relevant meetings and strategy sessions
- Help manage content for social media and the GFC website
- Assist with special projects and communications efforts as needed
- Assist communications staff with event planning and preparation
- Other tasks as assigned

What we're looking for:

- Strong writing, editing, and research ability
- Knowledge of basic computer applications (including Microsoft Office)
- Good interpersonal skills
- Strong attention to detail
- Familiarity with social media platforms
- Demonstrated commitment to GFC's mission and values
- Desire to learn more about public relations and philanthropy
- Public relations, graphic design, and digital media experience, or desire to learn

**Hours and Compensation:**

Flexible start date, mid-January or early February preferred. Flexible schedule within business hours (9:00 am to 5:00 pm). A firm commitment of 12-16 hours per week is needed for at least three months, with the possibility of extension. Although this is an unpaid position, we provide a stipend for commuting expense. Arrangements for academic credit can also be made with your college or university, if requested.

The Global Fund for Children is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

How to Apply:

Please submit a cover letter, resume, and one-page writing sample by email to careers@globalfundforchildren.org. (Please put "Communications Intern – Spring 2019" in the subject line.) The position is available for immediate hire, with applications considered on a rolling basis. Only short-listed candidates will be contacted. No phone calls, please.