



Shadhika provides funding and support to women-led, locally controlled non-profits in India working to empower at-risk girls so that they — and India — can realize their aspirations for a better future. We seek to break the cycle of poverty and address gender inequality in India by investing in the education, empowerment and economic self-sufficiency of girls.

Title:	Communications Intern
Job Description:	<ul style="list-style-type: none"> • Works directly with President & CEO, Donor Outreach & Communications Manager, and Donor Outreach Committee • Carry out the planning and development of Shadhika’s communication plan including electronic and print media. • Identifies opportunities and produces communications materials to promote Shadhika through traditional media, social media, and electronic communications. • Develop a wide range of communications materials, including but not limited to newsletters, website content, blog posts, electronic communications, social media, event marketing and materials, etc. • Provide writing and editing assistance to Shadhika staff. • Other duties as assigned
Qualifications	<ul style="list-style-type: none"> • Bachelor’s Degree, or in process, in Communications or related field • Commitment to Women’s Empowerment and International Development • Excellent writing skills • Organized, efficient, and detail-oriented • Motivated and self-directed • Strong and proven work-ethic • Computer literacy (Microsoft Excel, Word, PowerPoint) • Experience managing social media (Facebook) • Experience with graphic design • Project management skills
Overview	<ul style="list-style-type: none"> • Dates: Sept 2016 to August 2017 (start and end dates flexible) • Location: Posner Center 1031 33rd St Denver, CO 80205 • Hours Per Week: 10 • Compensation: Commensurate with experience
Benefits	<ul style="list-style-type: none"> • Ongoing training and collaboration with individuals working in international development • Corresponding with Shadhika’s partners in India • Working with Shadhika’s President and CEO
Training	<ul style="list-style-type: none"> • Knowledge of issues facing at-risk women in India • Knowledge of NGOs in India • Knowledge of electronic communications and social media (as needed)
Application Guidelines	<ul style="list-style-type: none"> • Email cover letter & resume to info@shadhika.org