



Communications Coordinator Intern

Sustained Outcomes	<ul style="list-style-type: none"> ▪ Some of the most vulnerable children in Cambodia will be given the opportunity to receive quality education, leading to professional careers ▪ Entire families will escape the cycle of poverty
Initial Impact	<ul style="list-style-type: none"> ▪ Students served by the Children's Future Learning center will be safe, healthy, and in school ▪ Families of students served will improve their health, nutrition, and quality of life
Benefits	<ul style="list-style-type: none"> ▪ Flexibility to determine particular interests regarding internship role and responsibilities ▪ Access to cutting-edge, ongoing training and collaboration with individuals working on international development ▪ Opportunities to meet people with similar interests ▪ Work in an engaging and robust office environment (Posner Center for International Development) ▪ Work with Executive Director, Director of Operations, and Board of Directors
Key Responsibilities	<ul style="list-style-type: none"> ▪ Help to manage and update Children's Future International's website ▪ Monitor all media (social media, print, etc.) ▪ Manage and optimize outreach tools and lists (Constant Contact, Mailchimp, etc.) ▪ Collaborate with Development Intern to develop strategies to increase donor giving ▪ Draft event mailers and newsletters ▪ Design marketing collateral as needed ▪ Undertake research and other tasks as needed
Training	<ul style="list-style-type: none"> ▪ Salesforce.com (online donor database) training ▪ Continuous training from the Director of Operations in all areas ▪ Possible training with JVA Consulting (grant writing, fundraising, etc.) ▪ Online trainings via Constant Contact and Network for Good ▪ Occasional international development trainings at Posner Center
Support	<ul style="list-style-type: none"> ▪ Ongoing support and supervision from Director of Operations
Commitment	<ul style="list-style-type: none"> ▪ Commitment from January 2017 to June 2017 ▪ 10-20 hours per week, flexible ▪ Flexible schedule
Qualifications	<ul style="list-style-type: none"> ▪ Works toward goals as part of a team ▪ Excellent with a variety of forms of technology ▪ An excellent writer and presenter ▪ Organized, efficient and detail oriented ▪ Personable and flexible ▪ Self-starter who thrives in an environment of creative freedom ▪ Loves to learn
Application Guidelines	<ul style="list-style-type: none"> ▪ Email cover letter and resume to info@childrensfuture.org by November 28, 2016 ▪ This is an unpaid internship that must be fulfilled in Denver, CO.