

S.O.U.L. Foundation Events Intern

S.O.U.L. Foundation seeks a motivated and dynamic candidate looking to gain a range of experiences in an international development organization. The intern will assist in a variety of capacities, including event planning, social media management, and marketing material creation related to small and large scale events for the organization. The intern will work in close collaboration with the Director of Operations, Communications and Operations Manager, other staff and volunteers.

More about S.O.U.L.: Built upon a foundation of trust and collaborative solutions, S.O.U.L. Foundation focuses on using a community-development driven model to eradicate poverty in rural Eastern Uganda. Our main initiatives are women's empowerment, education, maternal health, and food security. We have projects ranging from large-scale fish pond farming, to chicken rearing, women's leadership education, agriculture, pre-primary education, student sponsorship and more. Once invested in these programs, community members emerge as leaders and teachers for their fellow Ugandans. For more information, please check out our website: www.souluganda.org.

Time/Duration: This is a 6 month internship with a possible extension. Anticipated training will be at the end of April with the internship running May-October 2017. The internship will be 15–20 hours per week (2-3 days per week) preferred. Work days can be flexible as needed.

Location: Posner Center for International Development – 1031 33rd Street, Suite 174, Denver, CO 80205

Duties & Responsibilities:

- Assist in planning fundraising events, including planning and executing event marketing and communications, soliciting event sponsorships and in-kind donations, planning event layout and theme, and executing overall event logistics
- Develop event-specific marketing collateral that is in line with the organization's branding guide
- Help staff create posts for social media platforms (Facebook, Twitter, Instagram, blog) and related updates for the website
- Collaborate with staff on new ideas and venues for fundraising; help streamline event management processes
- Forge new relationships for future fundraising ideas
- Maintain communication (along with the Director of Operations) with supporters and new connections/relationships
- Other tasks as assigned

Fostering sustainable and vibrant Ugandan communities through unique partnerships focused on education, women's empowerment, food security and health.



Qualifications:

- Bachelor's Degree, or in process, in a related field preferred
- Excellent written and verbal communication skills
- Self-starter with the ability to manage time, a varied workload, and multiple projects at once
- Creative, strategic thinker with an interest in international development and/or African issues and development
- Computer literacy skills required (Word processing, PowerPoint, Excel)
- Proficiency on social media platforms (Facebook, Instagram, Twitter, LinkedIn, blogging)
- Proficiency in Squarespace and MailChimp a plus

Compensation & Benefits: This position is unpaid, but it offers the following benefits:

- Continuous support and supervision from Director of Operations, Communications and Operations Manager, and other staff
- Opportunity to learn about and understand the day-to-day efforts of an international nonprofit organization
- Ability to develop a range of professional skills relevant to nonprofit work and the international development field
- Access to a robust, engaging network of international development professionals at the Posner Center, including access to community events and trainings

To apply: Submit your resume, cover letter, and a sample of your event planning work to jobs@souluganda.org, with Events Intern in the subject line. Applications should be submitted by March 15 for best opportunity of an interview.

Fostering sustainable and vibrant Ugandan communities through unique partnerships focused on education, women's empowerment, food security and health.