



Development Assistant (Internship)

Organization

Founded in 2007, Starfish catalyzes female momentum where it is most needed. Through a powerful combination of local leadership and rigorous innovation, Starfish is unlocking the power of the “Girl Effect” among some of Guatemala’s most under-resourced families and communities. The program targets girls who would otherwise be unable to continue their studies beyond the 6th grade and empowers each to become a “Girl Pioneer” who trail-blazes an unprecedented trajectory through and beyond secondary school. Through an integrated approach that combines academic access, peer and mentor support, and unprecedented levels of knowledge/experience, Starfish is educating and empowering the next generation of indigenous female leaders in Guatemala. In spite of coming from parents with an average of two years of schooling, 95% of Girl Pioneers are academically successful and complete high school.

As a rights-based organization, Starfish ensures that all communications highlight the empowerment of staff and the young women and families that we serve.

Job Details

Title: Development Assistant

Compensation: This is an unpaid internship. Benefits include access to the Posner Center for International Development community and their free professional development opportunities, being a part of a caring and collaborative team, and enjoying a flexible work environment. Additionally, our staff will support you with resume help and career coaching when you are ready to transition to your next endeavor.

Location: This role can work in the Starfish office at the Posner Center for International Development and from home/elsewhere as is appropriate

Time Period: Starting in Summer 2018 (preferably in late June), this role will ideally be filled by the right candidate for at least six months.

Work hours: 10-15/hours a week with a flexible schedule

Responsibilities

Administrative Assistance

- Support the Starfish staff with core administrative duties that may include: data capture of donor investments, donor acknowledgement, processing of donations, etc.
- Support in the operations and analysis of the various support systems for the organization including data cleaning and migration for Salesforce
- Support logistical tasks related to international travel and Guatemalan staff visits to the US
- Make quarterly updates to Starfish profile on online platforms and ensure that all profiles are accurate and consistent (i.e. Colorado Gives, GuideStar, etc.)



Fundraising and Communication Systems

- Support investment relations efforts by performing duties associated with donor communications (mailings, social media content collection and design, donor acknowledgment, donor outreach, etc.)
- Support the preparation, execution and follow-up of Starfish events, namely the Fall Gala
- Support communication to and from partner organizations (help gather, translate, organize, and send any necessary updates and information for partners like She's the First)

Research

- Research best practices in education and leadership to support program development, including the identification of materials and tools to support the Guatemalan team
- Support research to expand Starfish brand and base of support (identify marketing and communications opportunities, partnership opportunities, and funding opportunities)

Desired qualifications

- The ability to work independently and take initiative to both manage projects and identify opportunities for systems improvements
- Proficiency in Microsoft Office, Excel, and Google Drive
- Highly organized and detail-oriented
- Ability to analyze information and offer educated and creative suggestions
- High level of professionalism; ability to positively represent Starfish externally
- Excellent communication skills including writing and editing
- High emotional intelligence and ability to adapt to changing needs/circumstances
- The ability to commit to six months or more in this role
- Spanish language capability is a huge plus!

Get in Touch

Please email comms.starfish@gmail.com with your resume and statement of interest by June 29th. Top candidates will be contacted for interviews.

Thank you for your time and interest!