



Elephant Energy Internship Announcement
Title: Events & Communication Intern

Background: Elephant Energy (EE) is a Denver, CO based International non-profit organization that works to use the power of entrepreneurship solve energy problems in rural Africa. We utilize a market based approach to deliver clean energy solutions to individuals living without access to electricity.

Job Description: EE tries to maintain a small base of operations in the US in order to most effectively do our work in Southern Africa. As such we are a small but mighty team in the US. The ideal candidate will be a self starter who hopes to gain valuable insight into the inner workings of an international non-profit. This internship will provide a unique opportunity for the right candidate to gain skills in non-profit event management and communications, social media and design and volunteer management.

Specific job duties may include:

- Create and Manage event invitations on social media platforms and e-newsletter marketing;
- Participate in social media strategy and generate online and print communication material;
- Generate content for social media and email campaigns;
- Cultivate and expand Global Seed Savers Social Media Network;
- Become an advocate for Global Seed Savers in Social Media spaces, engaging in dialogues and answering questions where appropriate;
- Develop any needed flyers and event promotional materials;
- Manage donor recognition in Airtable database;
- Help strategize and pursue event sponsors for annual fundraising event in May of 2019
- In collaboration with Executive Director and other interns coordinate volunteers needed for events execution.

Qualifications: Previous event planning and communication experience preferred. Applicant must be proactive, detail oriented and have excellent time management skills. Excellent organizational, writing and verbal skills required.

Duration and Time Commitment: Applicant must commit to work through the end of May (when our annual event will take place) although lengthier commitment is preferred. Ideal candidates can commit to an average of 10 hours a week with an uptick prior to the annual event with one day a week based at the Posner Center for International Development.

Benefits: This position is unpaid however the benefits you can expect are listed below:

- Experience and new skills in international non-profit outreach and fundraising.
- Relationships with organization's staff, volunteers, board members, and partners;
- Experience with event management and execution;
- Ability to work in fun small non-profit organization environment;
- Ability to network with and work alongside staff and volunteers representing over 65 additional non-profit organizations housed at the new, groundbreaking Posner Center for International Development; and
- Course credit provided depending on the requirements of your college or university program.

To Apply: Please submit a detailed cover letter and resume highlighting experience and passion for the position to jobs@elephantenergy.org. Please include "Events and Communications Internship" in the e-mail subject and cover letter. Internship will remain open until filled.