



Marshall Direct Fund is a Colorado based non-profit organization focused on providing quality youth education and women’s economic empowerment opportunities in Pakistan. We are a small, growing non-profit that is seeking an intern to assist in all areas of the organization; marketing, fundraising, program management, etc. This is a great opportunity to gain experience in non-profit management of an international development organization.

Title:	General Intern
Job Description:	<ul style="list-style-type: none"> • Reports directly to the Executive Director • Assist in data integration into Salesforce- data upload and organization of contacts • Assist in planning and implementing of fundraising events in Denver and Aspen • Social media posting and updating • Assist Global Kids Connect (pen pal program) intern in program management • Other administrative tasks as needed
Qualifications:	<ul style="list-style-type: none"> • Bachelor’s Degree or Master’s Degree, or in the process • Commitment and passion for youth education, women’s economic empowerment, non-profit management and International Development • Motivated self-starter • Able to work in a fast-paced environment • Attention to detail • Experience with social media and Salesforce a plus • Computer Literacy (Microsoft Excel, Word and Powerpoint) • Flexible
Overview:	<ul style="list-style-type: none"> • Dates: ASAP – September 2018 (start and end dates flexible, 1 year commitment preferred) • Location: From home, with occasional meetings in person in Denver, some weekend and evening required for events (about 3 a year) • Hours per week: 5-10, project based • Unpaid
Application Guidelines:	<ul style="list-style-type: none"> • Email cover letter, including availability, and resume to info@marshalldirectfund.org by September 15th, 2017.