



Shadhika provides funding and support to women-led, locally controlled non-profits in India working to empower at-risk girls so that they — and India — can realize their aspirations for a better future. We seek to break the cycle of poverty and address gender inequality in India by investing in the education, empowerment and economic self-sufficiency of girls.

<b>Title:</b>	Educational Outreach & Events Intern
<b>Job Description:</b>	<ul style="list-style-type: none"> <li>• Works directly with Donor Outreach &amp; Communications Manager</li> <li>• Create a calendar of events throughout the year to provide education and information to our audience</li> <li>• Carry out the planning and development of Shadhika’s external educational programs, including webinars and in-person events</li> <li>• Identifies and manages content and speakers for a variety of events throughout the year</li> <li>• Develop a wide range of communications materials to promote each event, including but not limited to website content, blog posts, electronic communications, social media, event marketing and materials, etc.</li> <li>• Plans the logistical details of each event whether in person or online</li> <li>• Other duties as assigned</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor’s Degree, or in process, in Communications or related field</li> <li>• Strong research skills</li> <li>• Commitment to Women’s Empowerment and International Development</li> <li>• Excellent communication skills, high level of comfort making contact with industry professionals via phone and email</li> <li>• Creativity</li> <li>• Organized, efficient, and detail-oriented</li> <li>• Motivated and self-directed</li> <li>• Computer literacy (Microsoft Excel, Word, PowerPoint)</li> <li>• Project management skills</li> </ul>
<b>Overview</b>	<ul style="list-style-type: none"> <li>• Dates: Sept 2017 to May 2018 (start and end dates flexible)</li> <li>• Location: Posner Center 1031 33<sup>rd</sup> St Denver, CO 80205</li> <li>• Hours Per Week: 8-10 hours per week, depending on availability</li> <li>• Compensation: unpaid, academic credit as available</li> </ul>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Ongoing training and collaboration with individuals working in international development</li> <li>• Working in a collaborative team</li> <li>• Working with Shadhika’s President and CEO</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Event planning experience</li> <li>• Research experience</li> <li>• Networking experience</li> <li>• Knowledge of issues facing at-risk women in India</li> <li>• Knowledge of NGOs in India</li> <li>• Knowledge of electronic communications and social media (as needed)</li> </ul>
<b>Application Guidelines</b>	<ul style="list-style-type: none"> <li>• Email cover letter &amp; resume to <a href="mailto:personnel@shadhika.org">personnel@shadhika.org</a> by September 20<sup>th</sup>, 2017</li> </ul>