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**Position: Communications Coordinator Internship**

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**Dates:** January 2018

**Location:** Mix between remotely and Posner Center for International Development: 1031 33<sup>rd</sup> Street, Suite 174, Denver, CO 80205

**Hours Per Week:** Minimum of 10, no more than 20 depending on individual

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**Description**

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**Mission:** Hope Shines, a nonprofit organization whose mission is to enhance and improve the lives of orphans in Rwanda, Africa, is seeking an unpaid intern to assist in the ongoing development and implementation of its communications and outreach efforts. Our organization is small but developing and we are seeking a special individual to help us positively influence change globally.

**Position Description:** The Communications Intern will work under the direction of the Executive Director. This position will require 10-20 hours per week. An internship with Hope Shines will provide significant experience in the day-to-day operations of an international non-profit organization and give our organization the voice it needs to advocate our mission.

**Job Duties and Responsibilities:**

- Work directly with the Executive Director to produce organization communications.
- Strategically maintain Hope Shines' online and social media. This includes channels such as the Hope Shines website, Facebook, Twitter, Instagram
- Frequently blog about upcoming events, successes, and current work to our donor and support base.
- Maintain online and written communication with donors, partner organizations, and supporters.
- Seek new partner and sponsorship opportunities and maintain a list for media coverage opportunities and online networking.
- Assist in implementation/communications of ongoing fundraising efforts and community events with the ED and Fundraising Coordinator.
- Organize and update the master donor list.
- Organize / update the newsletter subscriber list through Mail Chimp and create and administer the monthly newsletters.
- Seek public speaking opportunities and academic collaboration to advocate Hope Shines' mission.
- Assist in managing the donor base by mailing thank you cards and letters to donors.

**Required Knowledge, Skills and Abilities:**

Ideal candidates will be currently enrolled in, or will have completed, a bachelor's or graduate degree program with a preferred background or interest in non-profit management, business/international business, communications, marketing, or just have a passion for this type of work! Marketing collateral design, website maintenance and social media experience a plus but not required. The candidate will need to be self-motivated and seek out guidance and feedback from the Director as needed. Hope Shines has an "all hands on deck" approach so a "can do" attitude is preferred. Sky is the limit in this position and creativity and proactive efforts are highly valued.

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**Applying for the Position**

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Visit [www.hopeshines.org](http://www.hopeshines.org) to learn more about Hope Shines' mission. Send cover letter and resume highlighting your experience and desire to be a change maker to [jobs@hopeshines.org](mailto:jobs@hopeshines.org)