



Locally Haiti seeks a self-motivated, organized, creative and collaborative **Operations & Outreach Intern** to support our Development & Operations Manager with a range of tasks including donor database management, general office assistance, events management, and outreach support. The intern chosen for this role will have visibility into many facets of the operations and outreach efforts of an international nonprofit.

Locally Haiti invests in locally led initiatives in education, agriculture, community health, and girls' empowerment in rural Haiti. We provide thoughtful and targeted investment that allows families in Petit Trou de Nippes, our partner community of thirty years, to thrive. Learn more at locallyhaiti.org.

Key Duties and Responsibilities

- Accurately update and track donor data using Little Green Light, Locally Haiti's donor database
- Support event production for fundraising events, identifying innovative ways to execute virtually or with social distancing
- Provide outreach support for events
- Co-design promotional materials for events and other activities using Canva
- Potential for some writing and communications opportunities
- Execute research assignments as needed

Qualifications

- Able to synthesize information, ask relevant questions and execute assignments
- Self-driven, with ability to work both independently and collaboratively
- Reliable and communicative
- Very detail oriented and committed to a very high level of accuracy
- Excellent written and verbal communications skills, with enthusiasm for storytelling
- Familiarity with Canva and Little Green Light a plus
- Interest in locally led community development in Haiti

Other Important Details

- Internship dates are somewhat flexible, but September through December is ideal. Interviews will take place on a rolling bases and continue until an intern is chosen.
- This internship is ideal for a current student or emerging professional looking to gain experience in communications, operations, nonprofit outreach, and grassroots international development. This is an unpaid but could grow into a paid opportunity. Academic credit for the position is possible.
- Our physical office is currently in Longmont, but our team works largely remotely, with occasional need to meet in person, as is appropriate and safe. A time commit of around 10 hours is ideal, with flexibility in schedule.
- Please submit a cover letter and resume to Alyssa Herzog at alyssa@locallyhaiti.org.