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Locally Haiti seeks a self-motivated, organized, creative and collaborative **Operations & Outreach Intern** to support our Assistant Director with a variety of tasks, including donor database management, social media and digital marketing initiatives, website updates and maintenance, and general administrative tasks. The selected intern will gain visibility into many facets of the operations and outreach efforts of an international nonprofit organization.

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](http://locallyhaiti.org).

### Key Duties and Responsibilities

- Help update & track donor data in Little Green Light, Locally Haiti's donor database
- Help with website, especially SEO & Google Ad Grants (*direct experience not required*)
- Support content and engagement efforts to grow Locally Haiti's LinkedIn community and boost visibility
- Support social media content development and management of calendar
- Co-design promotional materials for communications activities and events, using Canva design online software
- 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, Little Green Light and/or LinkedIn a plus
- Interest in locally led community development in Haiti

### Other Important Details

- Internship dates are somewhat flexible, but June 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. A time commit of 5-10 hours/week is ideal, with flexibility in schedule.
- Please submit a cover letter and resume to Nathalie Pratt at [nathalie@locallyhaiti.org](mailto:nathalie@locallyhaiti.org).