JOB OPENING: PART TIME INTERNSHIP – COMMUNICATIONS

ORGANIZATION: GLOBAL FAIRNESS INITIATIVE

LOCATION: WASHINGTON, DC

STATEMENT OF WORK:

The Global Fairness Initiative (GFI) is recruiting for a part-time communications intern based in Washington, DC. GFI is a non-profit organization that promotes a more equitable, sustainable approach to economic development for the world’s working poor by advancing fair wages, equal access to markets, and balanced public policy to generate opportunity and end the cycle of poverty. GFI’s approach is to engage multiple players to find economic solutions and create economic opportunity, to partner with locally established organizations to have the greatest impact and leave behind lasting results and institutions, and to leverage international networks of respected experts, political and social luminaries, trade and finance stakeholders, and business leaders to maximize the inputs and impacts of GFI initiatives.

To advance these objectives, GFI communications interns will be responsible for providing research, writing, and administrative support to GFI staff. Specifically, GFI communications interns are expected to assist the Executive Director and Program team in promoting and advancing GFI work by supporting the development and dissemination of communications materials that successfully raise the profile and awareness of GFI’s programs to the public, government, and private sector, and interns with relevant language skills may also be asked to translate program reports and documents from GFI field teams. Other tasks may include supporting database management of GFI contacts and potential donors, and attending roundtables and events around D.C. to report back to GFI staff on relevant news, potential partners, or general updates.

RESPONSIBILITIES: The Intern position includes, but is not limited to the following responsibilities:

Communications, Development, and Administration

- Assist in identification of new opportunities for funding, and preparation of necessary documents to pursue these opportunities
- Assist in donor outreach and management
- Draft communications materials for print and web
- Support management of GFI mailing list
- Produce ‘Weekly Update’ document for GFI staff and Board of Directors
- Update and maintain GFI program webpages
- General administrative duties (less than 10% of time)
REQUIREMENTS:

- Residence in the Washington, DC metro area for the duration of the internship
- Have, or be working toward, a Bachelors degree in a related field (international relations/development, communications, economics, political science, business or a related field)
- Experience working on research and writing in a professional setting (preferred)
- Knowledge of French, Arabic, Nepali, Gujarati, Spanish or Portuguese (preferred)
- Working knowledge of international development issues and practices
- Demonstrated interest in economic equality and fairness
- Proficiency with the Microsoft Office suite
- Basic knowledge of new media and online content management
- Available to work 15-20 hours per week at GFI office in Dupont Circle

TO APPLY: Please note this is an unpaid internship. If you are interested in applying, please send a CV and cover letter to mhamilton@globalfairness.org to be considered for an internship.

DEADLINE: Application for GFI internships is on a rolling basis. The deadline for submitting an application is **August 8, 2016**. Expected start date is early to mid-September.