

Job Description for EAB Public Relations Internship

Development Internship: Public Relations

Education Across Borders is a non-profit organization based in Seattle that provides support to marginalized communities in the Dominican Republic to co-create lasting solutions to extreme poverty through educational, community development and service-learning programs. EAB is seeking a college graduate interested in non-profit leadership or public policy to provide development support for five months or longer. The candidate will work 10-15 hours per week and will be supervised by the founder and executive director. For more information about the organization, visit, www.educationacrossborders.org.

While this is an unsubsidized internship, the candidate will have significant responsibility that will provide hands-on training with an established international non-profit organization.

Main Responsibilities

- Managing and editing organization's website (Wordpress) and facebook page
- Assisting with all aspects of planning, organizing, and tasks for annual fundraiser, including invitations and attendance promotion, silent auction promotion, refreshment donation, and technical elements
- Procuring items for silent auction, from local businesses, individuals, and current EAB donors
- Developing a new donor recruitment strategy (which may include social media)
- Outreach to current and potential donors, especially via social media
- Outreach to local businesses for sponsorship of fundraising event
- Assistance with donor mailings as needed: postal mail and email campaigns

Measurable Outcomes

- Website editing/revision tasks on regular intervals (weekly/monthly)
- Fundraiser event planning with Director and event committee, and tasks as directed (focus on increasing attendance, and procuring items)
- New donor recruitment plan
- Significant outreach to both current donors and potential donors (amount to be mutually agreed upon with EAB)
- Completion of mailings and email campaigns
- Scheduled updates to facebook page
- The intern will keep track of hours worked, and report that as needed