

Donor Education Intern

Description:

The Donor Education Intern will assist in the creation, dissemination, and implementation of strategies to improve the understanding of Safe Passage's mission and programs among targeted constituents. In 2012, the Donor Education Intern will primarily be responsible for developing materials for elementary and high school student groups. The objective of this project is to increase English-speaking students' knowledge about Guatemala, provide insight into our students' experience, and provide concrete models of how they can support Safe Passage in their community. This position reports to the Associate Director of Development.

Expectations:

- All materials will reflect Safe Passage's core mission and values.
- The intern will document and cite all sources used in the creation of new materials.
- Every effort will be made to interface new materials with existing programs and resources, including Teams, Sponsorship, Outreach & Communications, and the Ambassadors.
- Collaborate with the Outreach and Communications Coordinator regarding development and distribution of materials.

Requirements:

- A working knowledge of Guatemalan history, as well as current political, social, and economic conditions
- Ability to design effective, age-appropriate educational materials for a broad range of constituents. Experience in early childhood or adolescent education a plus
- Excellent written and oral communication skills; video editing and Adobe Illustrator skills a plus
- Familiarity with academic research standards and citation methods
- Strong preference for individuals with fundraising experience
- Willingness to assist with other projects, as directed by the Associate Director of Development
- All applicants must have completed at least one year of undergraduate study
- Ability to work 10 – 20 hours per week at our U.S. Office in Yarmouth, Maine

This is an unpaid internship; applications will be accepted on a rolling basis for Spring and Summer 2012.