



Job Description: Communications and Development Intern

Our Mission:

The Haitian Education & Leadership Program (HELP) provides merit-based and need-based scholarships for top high school graduates to attend the best universities in Haiti. HELP scholarships provide opportunity for deserving young people to make a significant contribution to the growth of the trained middle class and change the long-standing inequities and the rigid class structure of Haitian society. HELP is based in Port-au-Prince, Haiti and our development office is located in Manhattan.

Overview of the Role:

HELP is seeking a motivated, dynamic individual to support a dynamic development office. The ideal candidate will be adaptable, hard-working, and enthusiastic about our mission. This is a great opportunity for someone interested in gaining valuable experience in the non-profit sector. We are open to customizing the experience to meet the needs and interests of the individual.

Responsibilities:

- Support donor acknowledgements, data entry, reporting, and database management
- Assist with drafting and proofreading development materials such as newsletters, direct mail, and email communications
- Assist with maintaining HELP online presence and media files (Instagram, Facebook, Twitter, online cache of photos and videos, etc.)
- Answer phones and retrieve and sort mail
- Assist with purchasing, simple accounting, and maintenance of supplies.
- Research and reporting on special projects as needed

Qualifications:

- A commitment to the mission and values of HELP
- Proficiency in MS Office (Word, Excel, PowerPoint, and Outlook), with the ability to learn other systems.
- Exceptional organizational skills and attention to detail
- The ability to work independently and as a member of a small team in a fast-paced environment
- Strong research, writing, and communication skills
- French and/or Creole desired

Start Date: Feb 12, 2020

End Date: May 5, 2020

Schedule: 10-20 hours per week

Salary: \$15 per hour

Deadline: Position is open until filled.

How to apply:

Please email resume and cover letter to: admin@uhelp.net with the subject line "Communications and Development Intern Application".