

## Media Projects, Inc.: Waco, TX

### Organization bio:

Media Projects, Inc. is a non-profit organization that has been producing and distributing documentary films that explore social issues, personalize history, and celebrate diversity for over 33 years. Media Projects' films have aired nationwide on PBS and on both commercial and cable television. These films and videos are distributed throughout the United States, Canada, and Europe to schools, libraries, museums, churches, social service organizations, youth groups and government agencies. They have won numerous national awards and have been selected for prestigious screenings in the United States and abroad. Several films screen daily at museums and at the visitor center of the Women's Rights National Historical Park in Seneca Falls, New York.

### Internship Overview:

Media Projects, Inc. has a wonderful internship program whereby students can learn about independent film distribution by working with the marketing and distribution staff, or working with Media Projects' production assistance program, learning how to get independent films produced. Aside from assuming the E-Marketing & Social Networking or Graphics/Website Design positions outlined below, the Media Projects, Inc. intern will also be working on creating a short film on homelessness issues in Waco. The intern will work in association with the City of Waco's media department to complete this project, ideally before the start of the fall 2012 semester. The student will likely have one month free from working in their E-Marketing & Social Networking or Graphics/Website Design position to work solely on this project.

### *E-Marketing & Social Networking Intern*

#### Requirements:

- Assist with promotions and community outreach programs
- Learn the operations side of the distribution business
- Learn the different marketing and outreach techniques of film distribution
- Help create materials for media reviewers and website promotions
- Outreach to community-based and academic organizations including academic reviewers and conferences
- Produce and mail promotional materials, paste up reviews, and maintain department databases and mailing lists
- Perform extensive online subject area research
- Update and design press kits including the following: paste-ups, research for reviews, photo scans and upkeep of promotional files
- Research new opportunities and contact various list-serves and media arts organizations for promotion and publicity of non-theatrical screenings
- Perform general office tasks, including copying, filing, and mailing materials
- Strong research skills required
- Strong attention to detail and good verbal and written communication skills necessary

### *Graphics/Website Design Intern*

#### Requirements:

- Develop regular updates to the MPI website that will be approved and sent to our webmistress

- Implement new online marketing initiatives
- Responsible for photo maintenance, including minor retouching and organization of photos files
- Responsible for creating e-mailers, flyers, and other promotional materials as needed
- Maintain and catalogue digital archives of past promotional materials
- Perform general office tasks, including copying, filing, and mailing materials
- Good working knowledge of Photoshop
- Strong attention to detail required
- Help with internet research
- Develop promotional materials
- Implement unique Web marketing techniques and help with website upkeep

## **Raven + Lily: Austin, TX**

Organization bio:

Raven + Lily is a non-profit studio dedicated to empowering marginalized women through design partnerships and micro-enterprise opportunities.

Values:

- We are intentionally focused on creating economic opportunities for the disadvantaged.
- We support women's empowerment programs that comply with fair trade standards. This ensures women are valued and rewarded for their work.
- We seek transparency and accountability in all of our transactions.
- We encourage our artisans to develop independence.
- We desire all of our artisans to work in a safe and healthy environment.
- We use recycled and remnant materials when possible.
- Proceeds are sent back to the artisans' communities to help with education, healthcare and micro-loans.

*Social Media, Public Relations, Marketing Intern:*

Development of Social Media, Public Relations, and Marketing Campaign; exposure to fair trade business model, empowering women, design for good, and social enterprise.

*Design and Merchandising Intern:*

Merchandising experience utilized to build capacity in NYC market; Design expertise utilized in Austin office; Exposure to fair trade business model, empowering women, design for good, and social enterprise.

## **Interfaith Housing Coalition: Dallas, TX**

Organization bio:

Initially founded in 1986 by a coalition of churches, Interfaith Housing Coalition's mission is "to be the hands of Christ transitioning families to self-sufficiency and new hope." IHC is one of the few Dallas area organizations exclusively dedicated to meeting the needs of working poor families who have experienced a housing crisis. While IHC is a faith-based nonprofit organization, we are committed to serving all families of any faith or no faith at all through three holistic programs: Home & Hope Transitional Housing Program, EQUIP Homelessness Prevention Program, and the Children & Teen's Program. These three programs collectively

serve approximately 220 families per year.

### *Employment and Community Partner Intern*

Interfaith Housing Coalition seeks a self-driven, organized individual to assist in the implementation and creation of life skills, employment, and family goal-setting curriculum. For 8 weeks during the months of June-August of 2012, the intern will assist with and design our outcomes for adult education, including life skills lessons and alumni empowerment partnerships. This internship provides the opportunity to learn a vast array of skills useful in both the non-profit world and beyond. Opportunities to network, observe, and interact with various partner agencies, supporters, and clients will be provided, along with other opportunities that may fit the student's field of interest.

#### Qualifications:

- Must be a full-time university student, returning Fall of 2012
- Must be well-organized, creative, and flexible, with good writing and interpersonal skills.
- Must be willing to learn new skills and be highly self-driven.
- Career interest in social services or community building is a plus.

#### Responsibilities:

- Research, design, and cultivate community partnerships.
- Assist with alumni outcomes reporting through direct contact, incentive programs, and social media programs.
- Supplement efforts for data management and job search area upkeep.
- Create content and plans for life skills modular curriculum.
- Assist with building job search program for/through community partners.
- Assist with partner recognition efforts.

### *Marketing & Development Intern*

Interfaith Housing Coalition seeks a self-driven, organized individual to assist in the implementation and creation of development materials and events. For 8 weeks during the months of June-August of 2012, the intern will be familiarized with strategies for both nonprofit development and relationship management, while realizing some of our capital campaign goals.

#### Qualifications:

- Must be a full-time university student, returning Fall of 2012
- Must be well-organized, creative, and flexible, with good writing and interpersonal skills.
- Must be willing to learn new skills and have new experiences. Creativity a plus.
- Career interest in the nonprofit and/or development field is a plus.

#### Duties:

- Research, organize, and implement events for Summer and Fall of 2012.

- Assist with cultivation of donors through prospecting, direct mailings, and social media updates.
- Supplement efforts for data management and website upkeep.
- Create content and plans for direct campaigns and donor outreach.
- Assist with any corporate relations relevant to events or campaigns.
- Attend and assist with events, which are most often at night.
- Create and implement Volunteer Marketing Plan.

## **Sseko Sandals: Portland, OR**

### Organization bio:

Sseko \say-ko\ Designs was created to help the bright young women of Kampala, Uganda continue their education. The Ugandan school system is designed with a nine-month gap between secondary school and university. These nine months are intended to allow time for students to earn money for tuition before continuing on to university. However, in an impoverished and male dominated society, many of these young women struggle to find fair work during this time. Sseko Designs hires recent secondary school graduates for this nine-month period to live and work together, while earning money by crafting beautiful sandals that will go directly towards their university education. The goal of Sseko Designs is two-fold: provide university tuition for these promising young women through a sustainable monthly income, while also contributing to the overall economic development of Uganda.

More information at: <http://www.ssekodesigns.com/>

### *Position: Public Relations/Marketing Internship*

#### Summary:

We have a story that people love to hear and love to tell others about. What we'd love is someone to join our team to help reach various audiences around the world. You'll get hands-on experience in connecting with local and national media, planning events, crafting pitches and press releases and designing and implementing marketing campaigns. Must be an excellent and compelling communicator and a social media maverick.

#### Key Duties & Responsibilities:

- Finding and targeting influential communicators across industries and interests to help tell our story
- Continued development on overall marketing and branding strategy
- Pitching bloggers, reporters, writers and non-traditional medial outlets
- Identifying and forging synergistic relationships with other companies, organizations, and non-profits
- Content creation and copywriting for our website, communication pieces, and social media profiles
- Media monitoring and organizing media coverage
- Assisting in the development and execution of our strategic messaging
- Assisting in brand development and awareness
- Planning and executing media and promotional events

#### Qualifications:

When applying for this internship position, please include a writing sample and a link to your personal blog and/or online portfolio if applicable. PR/Communications majors or those with

PR experience are preferred, but not required. Applications without writing samples will not be considered.

***Position: Visual Design Communications***

**Summary:**

We have a story that people love to hear and love to tell others about. What we'd love is someone to be a part of our team to help reach various audiences around the world. You'll get hands-on experience in connecting with local and national media, planning events, crafting marketing material and implementing marketing campaigns. You'll help us make everything we do visually communicate our vision and aesthetic. You'll coordinate photo shoots, design pieces for our website, layout look books and line sheets. You'll work on design and display pieces for our retailers and events. If it can be made pretty, you will have a hand in it. You will work closely with the P.R./Marketing team. You will have fun, work hard and learn a ton.

**Key Duties & Responsibilities:**

- Designing and producing communication materials including press kits, look books, line sheets and promotional material
- Assist in the planning, styling and execution of photo shoots for promotion material
- Continued development on overall marketing and branding strategy
- Designing pieces and visual campaigns for our website, catalogues, posters, brochures, signage, websites, packaging and merchandising

**Qualifications:**

Applicants pursuing degrees or certificates in Graphic Design, Art, Visual Merchandising or Visual Communications preferred. MUST be proficient in Adobe Creative Suite programs. Web-based design experience is a plus. When applying for this internship position, please include a design sample and a link to your personal blog and/or online portfolio if applicable. Applications without design samples will not be considered.

***Position: Social Enterprise Development Internship***

**Summary:**

Want to get a sneak peak into social entrepreneurship? This position will give you a hands-on, up close and personal look on the day-to-day life of an international, not-just-for-profit business. This position will assist the leadership team in a variety of creative and administrative duties. We are looking for a hyper-organized, detail oriented office maverick to help us run smoothly.

**Key Duties & Responsibilities:**

In the world of Sseko, a "Day at the Office" includes everything from communicating with customers and advocates, scheduling Sseko events and speaking engagements, maintaining relationships with retailers, inside and outside sales, doing research on product development and market trends and the list goes on. The range of responsibilities is essentially endless. If there is something you are particularly good at and passionate about, we will do our best to incorporate that into your responsibilities.

**Qualifications:**

- Must be committed to and excited about women's issues, social justice and using social

- entrepreneurship as means to economic, educational and social improvements.
- Must be proficient in all Microsoft word programs
- Organized and detailed oriented
- Great communication skills
- Ability to work independently
- Must be flexible and creative

***Position: Social Media/Web Intern***

**Summary:**

Sseko is seeking an internet-savvy, html-loving, tweeting tweetster to join our team. As a web intern you will participate in and create a variety of online and web-based marketing projects.

**Key Duties & Responsibilities:**

The main responsibilities of our Web Development intern will be to creatively maximize our Web presence through:

- SEO: This WebStar intern will be up for the challenge of improving our site's ranking with search engine and page optimization, copywriting, and link building
- Social Media Presence: Increasing and maintaining our presence in the social networking sector.
- Researching and identifying new and effective social media sites and techniques
- Creating reports of website traffic and campaign progress
- Help maintain and improve the Sseko website and E-commerce experience
- Assist in creating content for our website and blog
- Assisting with the creation and implementation of email campaigns
- Other things we haven't even thought of because we are waiting for you and your brilliant ideas

**Qualifications:**

- Excellent communications skills (verbal and written)
- Strong editing skills and attention to detail
- Ability to meet deadlines
- Knowledge of web building and HTML
- Knowledge of, and access to, video editing software
- Ability to work independently and possess strong time management skills
- Experience with social networks such as Facebook, Twitter, and YouTube
- Experience with blogging or website content management

**Campus Kitchens Project: Washington, D.C.**

**Organization bio:**

The mission of Campus Kitchens Project is to use service as a tool to:

Strengthen Bodies by using existing resources to meet hunger and nutritional needs in our community; Empower Minds by providing leadership and service learning opportunities to students, and educational benefits to adults, seniors, children, and families in need; Build Communities by fostering a new generation of community-minded adults through resourceful and mutually beneficial partnerships among students, social service agencies, businesses and schools.

More information at: [www.campuskitchensproject.com](http://www.campuskitchensproject.com)

***Position: Assessment and Outcomes Measurement Development Internship:***

**Summary:**

To research and develop a method to assess the service learning outcomes of The Campus Kitchens Project's affiliate schools; to produce a national benchmark that all participating universities can use to assess and measure learning outcomes on their campus as a result of student participation in The Campus Kitchens Project.

**Key Duties & Responsibilities:**

Precise and standardized methods will be developed to assess impact on students and agencies served. Participating schools will use the material developed as a tool to promote the learning outcomes of students who volunteer with Campus Kitchen. The internship will also offer a unique, holistic view of the inner workings of a leading non-profit organization.

**Objectives:**

- Map and record assessment models currently used on Campus Kitchen's 25 affiliate campuses.
- Assess gap areas in measurement
- Carry out extensive mapping which will track what type of assessment models used at different schools and record which tools are most effective
- Create a CKP assessment guidebook and broadly disseminate findings to participating schools for immediate implementation
- Implement a return on investment tool into assessment to show economic impact made on local communities; yielding national CKP a way to report national economic impact

**African Wildlife Foundation: Washington D.C.**

**Organization Bio:**

AWF conserves Africa's wildlife and wild land through land preservation, species research, human capacity building, and conservation enterprise. AWF's programs take place in "Heartlands," large landscapes which are biologically important and have the scope to maintain healthy populations of wildlife and natural processes over the long-term horizon. AWF works with governments, communities, and other partners to develop detailed plans for the conservation of these areas. These plans include identifying wildlife migration corridors, water sources, and other critical sites needing protection, as well as strengthening the infrastructure and management of national parks and reserves. AWF supports critical species research projects, with an emphasis on conservation management problems and human-wildlife conflicts. AWF works to improve the lives of local people through conservation, assisting communities to establish cultural and ecological tourism enterprises. The organization provides scholarships to Africans pursuing advanced degree studies in related fields. Furthermore, AWF works to influence and support key policies that strengthen conservation at the local, national, and international level.

***Position: Online Communications Internship***

**Summary:**

African Wildlife Foundation (AWF) has an immediate opening for a qualified Online Communications Intern. Working in a fast-paced, deadline-oriented marketing department, the Online Communications Intern will help manage AWF's web content, social media presence, and digital assets.

**Key Duties & Responsibilities:**

- Assist in authoring, adapting and updating web content
- Maintain online social networking communities, including Facebook and Twitter, through monitoring various social media outlets and engaging members
- Create a calendar of future posts and identify additional avenues to build overall social networking presence
- Build relationships with AWF blog contributors, encourage active contribution, post and edit entries.
- Assist in management of digital assets including photos, video and metadata assignment

**Qualifications:**

- Strong organizational skills; detailed oriented
- Excellent written and oral communication skill
- Strong interest in online development, social networking, and digital media
- Basic HTML knowledge and Photoshop proficiency preferred

***Position: Media Relations Internship***

**Summary:**

African Wildlife Foundation (AWF) has an immediate opening for a qualified Media Relations Intern to work in the Marketing Department. The Media Relations Intern will work in a fast-paced, deadline-oriented department in order to support AWF's media and outreach efforts.

**Key Duties & Responsibilities:**

Update media lists and create new lists, mastering AWF's online media database. Identify potential print and online sources for media outreach by AWF Research potential AWF-related stories for rollout over next two years. Respond to select media inquiries and facilitate AWF involvement. Provide assistance in adapting internal information into news headlines for public consumption. Build relationships with journalists, editorial boards, and bloggers. Help update resource tools such as AWF's Media Relations Manual and press kit. Analyze media hits and help set benchmarks for future AWF outreach activities. Compile and distribute AWF's weekly news clips.

**Qualifications:**

Excellent written and oral communication skills. Strong interest in conservation and/or Africa issues. Creative thinker with strong attention to detail. Interest in media relations and experience through coursework or past employment/internships. Regular personal consumption of print and electronic media.

***Position: Editorial Internship***

**Summary:**

The Editorial Intern will work in a fast-paced, deadline-oriented department in order to support AWF's online and print products.

**Qualifications:**

- Basic HTML knowledge and Photoshop proficiency preferred
- Research content and story ideas for AWF electronic and print publications
- Contribute to editorial content for online communications channels such as blogs, Facebook, and Twitter

- Assist in identifying, creating, and securing editorial content for awf.org
- Assist with the production of communications products, including copy-editing and proofreading
- Liaise with printers and designers

## **Running Start: Washington, D.C.**

### **Organization bio:**

By educating young women and girls about the importance of politics, and imbuing them with the skills they need to be leaders, Running Start gives young women the “running start” they need to achieve greater political power. With an earlier start in politics, women will climb higher on the leadership ladder, allowing more women to share in the decision making power of this country.

Founded in early 2007, Running Start grew out of the non-partisan Women Under Forty Political Action Committee (WUFPA), which financially supports young women running for federal office. Running Start was formed when it became clear that the pool of young women considering careers in politics and running for elected office was far too small. Young women and girls need to be educated about politics earlier in life if the make-up of the political leaders in our country is to transform. We must instill in the next generation that public service is admirable and achievable. Running Start provides young women and girls with the skills and confidence they need to become the political leaders of tomorrow.

Running Start supports the young women who will shape tomorrow’s world. It aims to plant the seed of interest in politics so that they will run earlier, climb higher through leadership, and share more in the decision making power of their country. These young women will bring in new ideas to help solve old problems, and will raise issues unique to their lives that have otherwise been overlooked in politics.

Running Start addresses the absence of equal representation in the halls of government and continues to educate and inspire around these pillars of its mission:

- We need more women in political office
- Leadership positions come from experience and tenure
- Planting the seed early encourages women to run
- Education prepares young women to lead This is an ideal internship for someone who would like a great deal of responsibility and variety in the work they would do during their internship.

### ***Intern responsibilities:***

#### **Event planning:**

- Selecting students and speakers for our Young Women’s Political Leadership Program (YWPL)
- Drafting curriculum for YWPL
- Researching and contacting speakers for our Path to Politics Seminars
- Marketing Running Start

#### **Writing:**

- Drafting business communication for the President and Executive Director
- Composing profiles of “young women to watch” around the United States
- Writing newsletters, emails to our members, and press releases

Research:

- Women in politics around the world
- Young women candidates running for Congress
- Why so few young women are running

Web upkeep:

- Adding content to site
- Monitoring our Facebook Fan Page and Cause
- Monitoring our Twitter feed
- Helping spread Running Start programs to educational institutions around the country
- Maintaining our information data base

This job is ideal for someone interested in learning about women in politics, the political system, conference planning and non-profit management. Our interns get a well-rounded experience and are taught the ins and outs of advocacy in Washington.

To apply: please send a resume and cover letter to [info@runningstartonline.org](mailto:info@runningstartonline.org). Cover letter should include information on the applicant’s interest in politics and/or women’s empowerment. Running Start is not able to provide a stipend or housing for our interns.

## **The Marcus Graham Project: Nationwide**

Organization bio:

The Marcus Graham Project is a national network of diverse professionals that have purposed themselves in developing the next generation of thought leadership within the advertising, media and marketing industry. Its mission is to identify, expose, mentor and train ethnically diverse men and women between the ages of 16 and 34 in all aspects of the media industry, including advertising, entertainment, and marketing.

*Internship Overview:*

The advertising and media industry, a multi-billion dollar international business, has long asked the question: “Where can diverse talent be found?” In response to this issue, The Marcus Graham Project has created a summer boot camp, teaching transferable skills to potential and future media, marketing, and advertising professionals. The goal of this boot camp is to identify opportunities in the industry and those interested in pursuing them. The boot camp’s primary purpose is to provide diverse aspirants in the field of advertising and marketing with the exposure and experience necessary to solidify careers within the advertising, media and marketing industry. The summer long boot camp consists of a topical case study and concept development initiative focused on creating research-based solutions to social issues. The boot camp team will form themselves into a pop-up agency that they will run for the summer, as they manage the clients that they will partner with. The team provides pro-bono consultancy for a select non-profit organization. The 2012 boot camp team will be responsible for creating a get out the vote campaign for the non-partisan organization Rock The Vote.

Applications for the Marcus Graham Project's 2012 iCR8 summer boot camp are currently available online (<http://marcusgrahamproject.org/>) and will be due on February 14, 2012. This next boot camp has grown and will be held in multiple cities including Dallas and Atlanta. This summer-long internship provides access to industry knowledge, exposure to industry leaders and experience working with real-world clients including Rock The Vote and AT&T. Approaching its 4th year, iCR8, The Marcus Graham Project's summer boot camp, is specifically designed to provide diverse aspirants in the field of advertising, PR & marketing with the exposure and experience necessary to solidify careers within the industry. All are encouraged to apply, though ethnically diverse individuals will be given preference.

## **Unite For Sight: India (Chennai, Patna, Dhenkanal), Ghana (Accra, Kumasi, Tamale), or Tegucigalpa, Honduras**

Organization bio:

Unite For Sight supports eye clinics worldwide by investing human and financial resources in their social ventures to eliminate patient barriers to eye care. Unite For Sight applies best practices in eye care, public health, volunteerism, and social entrepreneurship to achieve its goal of high quality eye care for all. The programs are locally led and managed by ophthalmologists at Unite For Sight's partner eye clinics. Unite For Sight's international eye care services with partner local eye clinics are comprehensive, including examinations by local eye doctors, diagnosis and care for treatable conditions, education, and prevention. This full range of services is delivered to the population year-round. Outreach services are brought to the people in their villages, in some cases including villages seven or more hours from the clinic. These patients are provided with follow up care by its outreach teams regularly throughout the year. To date, Unite For Sight has provided eye care services to more than 1,300,000 people worldwide, including more than 49,000 sight-restoring surgeries.

### ***Internship Overview:***

Unite For Sight scales its overall impact on global health delivery by developing and nurturing the next generation of global health leaders. Students would serve as Global Impact Fellows in either India, Ghana, or Honduras for a period of 8-10 weeks. As Global Impact Fellows, they would be immersed in effective global health programs. Their extensive pre-departure training through the Global Health University (<http://www.uniteforsight.org/global-health-university/>) would accelerate their impact, engagement, and competency when they are abroad. They would learn first-hand about best practices in public health, international development, cultural competency, and cross-cultural communication. The Unite For Sight experience develops a Fellow's passion and perspective while enhancing his or her potential in many career fields across all sectors, including medicine, public health, social entrepreneurship, social sciences, and international development. 99% of alumni say that participating with Unite For Sight impacted their interest in global health, and 97% report that participating in the program enhanced their ideas and interest in supporting local social entrepreneurs in developing countries.

Aside from the summer experience abroad, students would help establish a Unite For Sight chapter at Baylor and attend the Global Health & Innovation Conference, which annually convenes at the end of April with more than 2,200 participants from all 50 states and more than 55 countries. The conference participants represent a great range of diversity, including students, nurses, doctors, policy-makers, nonprofit directors and volunteers, public health

professionals, health educators, community health workers, researchers, social scientists, social workers, social entrepreneurs, philanthropists, teachers, lawyers, and business executives. The goal of the conference is to exchange ideas and best practices across disciplines in order to improve public health and international development. Participants are encouraged to attend presentations in fields that may be outside of their existing expertise so that they can learn about successful strategies in other fields and apply those ideas to their work. Moreover, if Global Impact Fellows engage in independent research through the Global Impact Lab (<http://www.uniteforsight.org/volunteer-abroad/research>) while abroad, they are encouraged to present their abstracts to the Conference.

## **WWF's Global Forest & Trade Network: Guatemala**

Organization bio:

The Global Forest & Trade Network (GFTN) is WWF's initiative to eliminate illegal logging and improve the management of world's valuable and threatened forests. By facilitating trade linkages between companies committed to achieving and supporting responsible forestry, the GFTN creates market conditions that help conserve the world's forests while providing economic and social benefits for the business and people that depend on them. GFTN is currently working with over 360 companies in over 34 countries world wide. More information on GFTN is available at <http://gftn.panda.org>

### *Internship Objectives:*

To engage with the WWF's GFTN in a mutually meaningful way that is in accordance with the educational interests and professional aspirations of the student. This collaboration should provide not only usable collateral and materials for the GFTN, but also valuable work experience toward the student's professional development in the social marketing, public relations, and environmental NGO sector in general.

Qualifications:

The ideal GFTN candidate conducts studies in journalism, public relations, or similarly related and has a strong interest in conservation and the mission of WWF. Ideal candidate must have an excellent writing skill in both academic and professional writing. Qualified interns must also possess excellent oral communications skills, an aptitude for research, and the ability to work under deadlines. The candidate is expected to work independently, but must be able to effectively communicate with colleagues around the globe. Academic or professional experience and knowledge of media and effective media relations preferable.

## **As Green As It Gets: Guatemala**

Organization bio:

As Green As It Gets is a non-profit organization focusing on economic development and environmentally sustainable agriculture in Guatemala. We partner with producers from impoverished Guatemalan communities. We select our families based on their potential to produce marketable products.

As Green As It Gets places a strong emphasis on protecting the environment and land restoration as an integral part of business management. We believe that economic development is the key to reversing the poverty cycle. Our objective is to lift our producers out of subsistence agriculture by helping them attain skills that can be traded for their sustenance; thereby providing excess resources beyond their survival needs.

As a small non-profit, AGAIG values the work of every member of our staff. And while we may not be the largest group by budget or in-country personnel, our creative and driven team of foreigners and Guatemalans has helped us grown into an innovative, successful, and highly impactful development non-profit.

As an intern, you will have the opportunity to learn about our programs and do meaningful work that has a direct impact on the people we serve. You'll have the chance to get to know the community we work in, improve your Spanish, learn about the work of development NGOs, and put your talents to good use supporting our programs. While you'll be expected to take initiative and work hard, we promise we won't ask you to make copies or get coffee.

While Spanish is the language of the region we work in, knowledge of it is not required for any of these positions. However, it is certainly helpful both for work and for navigating daily life.

Living costs in Guatemala are substantially below those in the U.S. AGAIG offers subsidized housing to interns at a 7-bedroom, 4-bath house located a 5-10 minute walk from the AGAIG office in Ciudad Vieja. Rent is \$250 per month. Depending on your tastes, food costs about \$200 per month, and transportation is anywhere from nothing on up depending where you want to go and how frequently. Airfare, if purchased far enough ahead of time, is approximately \$500, though rates have been known to fluctuate significantly. Taking into account incidentals, travel, entertainment, and discretionary spending, a budget of \$2000-\$3000 for the 8-10 week program is reasonable. As AGAIG is all too true to the ideals of being not-for-profit, we cannot offer a stipend, but we can share our knowledge on how to make the most of your money.

***Communications Intern:***

The communications will provide communications, design, and administrative support to the As Green As It Gets team.

**Responsibilities:**

- Manage, develop content for, and update the website
- Write content for and public monthly e-newsletter
- Manage email communication with customers, financiers, potential volunteers, and other supporters
- Design and update promotional materials
- Coordinate tour logistics, including communication with producers and tourists
- Expand artisan market program through partnerships with other organizations
- Raise awareness of As Green As It Gets through local and online media, events and networking
- Support the Executive Director, other volunteers and producers as necessary

**Qualifications/Skills Required:**

- Excellent project management and administrative skills
- Effective writing, presentation and communication skills
- Proficiency in Microsoft Word, Excel, Access, and PowerPoint
- Experience writing for and managing websites is helpful
- Ability to work as an individual and as part of a team

- Ability to work with a diverse group of people
- Spanish competency helpful

***Sales and Marketing Intern:***

The sales and marketing intern will work to increase product and tour sales both in Guatemala and abroad, as well as increase AGAIG brand recognition among target markets.

**Responsibilities:**

- Secure new retail and wholesale markets for As Green As It Gets products outside Guatemala, particularly in the United States and Canada
- Manage relationships with established customers
- Coordinate sales logistics with carriers, warehouse, and roaster
- Develop sales strategy for non-coffee items
- Raise awareness of the As Green As It Gets brand
- Support the Executive Director, other volunteers and producers as necessary

**Qualifications:**

- Effective presentation, interpersonal and communication skills
- Excellent project management and administrative skills
- Self-motivated; able to meet deadlines with minimal supervision
- Ability to tackle sales projects with enthusiasm and creativity
- Ability to work as an individual and as a part of a team
- Ability to work with a diverse group of people
- Proficiency in Microsoft Word, Excel, Access, and PowerPoint
- Spanish competency helpful
- Sales experience helpful

***Development Intern:***

The development intern will expand AGAIG's impact by finding new opportunities for funding and partnerships, as well as assist in the administration As Green As It Gets' small business loan program.

**Responsibilities:**

- Research potential funding opportunities and establish new funding partnerships
- Manage grant compliance and reporting for funders
- Maintain relationships with existing funders
- Seek out opportunities to host more service-learning trips
- Seek out opportunities for partnerships with social entrepreneurship organizations
- Prepare impact reports to financiers of small loans program
- Maintain database of donations and grants
- Support the Executive Director, other volunteers and producers as necessary

**Qualifications/Skills Required:**

- Effective writing, interpersonal, and communication skills
- Excellent organizational and administrative skills
- Self-motivated; able to meet deadlines with minimal supervision
- Proficiency in Microsoft Word, Excel, Access, and PowerPoint

- Experience in grant writing and/or development helpful
- Spanish oral and written competency helpful

*Sustainable Agriculture Intern:*

The sustainable agriculture intern will manage and grow As Green As It Gets' sustainable agriculture projects. These will mainly consist of two projects: managing the distribution and planting of a diverse collection of vegetable seeds, as well as the planting, growth, and transplantation of coffee plants and fruit tree saplings.

Responsibilities:

- Propagation of heirloom seeds and unusual food crops for eventual consumption and/or sale by farmers
- Planning and work on extensive intercropping and permaculture projects
- Advising tree business made up of local young people
- Nursery maintenance, including caring for plants and physical upkeep of the nursery structure and area
- Propagation of coffee seedlings and shade crops for use by coffee farmers
- Support the Executive Director, other volunteers and producers as necessary

Qualifications/Skills Required:

- Passion for all things agricultural and sustainable
- Experience working in agriculture
- Willingness to work hard and do manual labor
- Ability to work as an individual and as part of a team
- Ability to work with a diverse group of people
- Self-motivated; able to meet deadlines with minimal supervision
- Spanish competency helpful