

Restavek Freedom Communications and Child Sponsorship Internship



Sponsorship Responsibilities

Overview: Responsible for helping to review and edit stories of impact for use in our blogs as well as other communications, assisting with communications materials, including blog and social media, assisting Child Sponsorship Coordinator with sponsor updates, organizing and editing pictures from our advocates, and supporting the Department and Restavek Freedom staff on an as-needed basis. All interns must have completed one year of undergraduate college education before their internship begins.

Description:

- Reviews stories and pictures from impact areas, editing content to fit our goals and voice.
- Assists with communication updates to sponsors
- Assists in various advocacy efforts and relationships with our partners and supporters.
- Supports Department and staff wherever needed, including administrative duties.

Key Results Areas:

- Excellent writer and editor
- Understanding of cross-cultural communication
- Attention to detail
- Attitude of helpfulness and support

Communications Responsibilities

Overview: Responsible for supporting the Communications Department, organizing and executing projects to meet strategic engagement and funding goals, helping staff in areas such as project management and execution, online communications, and advancement.

Description:

- Participates in executing various projects for the Department to meet strategic communications, engagement, and funding goals.
- Supports Department head and Project Coordinator in executing projects.
- Assists in managing, editing, and reviewing communications pieces and efforts both online and offline.
- Helps to write and edit various communications articles and pieces.
- Assists in taking exhibit to schools and churches as needed
- Supports Department and staff wherever needed, including various administrative duties.

Key Results Areas:

- Projects completed in a timely and effective manner
- Attitude of helpfulness and support