Witness for Peace New England

Communications and Development Internship (Spring 2019)

Roles and Responsibilities
- Assist in developing enticing social media content (Facebook, Twitter, Instagram, etc.)
- Maintain and update website with new, engaging and accurate content
- Prepare newsletters, fundraising appeals, email blasts, urgent actions and reports
- Identify and apply for local and national grants and related fundraising sources
- Help develop membership and recurring contributor drives
- Research and engage institutions, congregations, major donors and other funders

Time Commitment and Location
- 20 hours per week, though specific days and distribution of hours are flexible
- Based in Boston, MA, though we will consider exceptional candidates located elsewhere

Qualifications
- Commitment to Witness for Peace’s mission and covenant
- In-depth knowledge of historical/contemporary US policies & practices in Latin America
- Strong understanding of/experience with current Latin American social movements
- Bachelor’s degree or working towards one
- Excellent written, verbal and digital communication
- Exemplary editing/proofreading skills
- Self-motivated, detail-oriented
- Solid computer, social media and marketing skills
- Ability to work independently and collaboratively
- Dependability, flexibility, and ability to maintain confidentiality
- Willingness to work under pressure and meet deadlines

Start & End Dates
- Start date of 2/1/19 with potential start date as early as 1/1/19
- Minimum commitment through 6/1/19 (potential to extend through 9/1/19)

Compensation
- This internship is unpaid although we encourage students to apply for internship funding from their university, if available
- For those unable to secure university funding, a small monthly stipend can be negotiated

How to Apply
- Send a résumé and cover letter to: wfpne@witnessforpeace.org and lschlenker94@gmail.com with subject line: “Spring 2019 Communications and Development Internship” before 11:59 PM on Friday, 12/7/2018.