IRAQI AND AMERICAN RECONCILIATION PROJECT

DEVELOPMENT AND COMMUNICATIONS INTERNSHIP

The Development and Communications Intern will be given significant responsibility and opportunity to build IARP's fundraising and communications strategies.

Responsibilities may include:

Development:

- Draft and review fundraising letters and grant proposals.
- Assist with coordination of fundraising events and help to manage the fundraising calendar.
- Assist with the development and execution of online campaigns
- Assist with management of donor databases.

Communications:

- Assist in developing and implementing social media strategies to help increase visibility of IARP's work in the greater US and abroad.
- Assist with maintenance of IARP's social media and website.
- Assist with production of communications materials, including the newsletter, articles, and press releases.

Preferred Qualifications:

- Interest in and knowledge of non-profit development, communications, and social media
- Excellent analytical, writing, and communication skills
- Proficient in Microsoft Office applications and Internet research
- Ability to manage time and work effectively without close supervision
- Interest in international relations, peace-building, and/or the Middle East
- Be willing to bring own laptop if needed

Internship Details:

- Approximately 8-15 hours per week (or as determined by selected applicant's schedule).
- Specific dates of internship are negotiable.
- Compensation: this is an unpaid internship. Intern will gain significant experience with an international non-profit organization.

To apply for this internship, please download the Intern Application available on our website and include a cover letter and resume. Please email your application to jessy@reconciliationproject.org or mail the application to:

Jessica Belt

Iraqi and American Reconciliation Project

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