



Amizade Internship Opportunities: Summer 2012 – Fall 2012

Amizade Global Service-Learning seeks three Graduate Interns or highly advanced, professionally responsible and academically engaged undergraduate interns for the following positions:

1. Pittsburgh Event Planning Intern
2. Pittsburgh Marketing and Outreach Intern
3. Pittsburgh Operations Intern

Each of the positions will be filled by a highly motivated self-starter with demonstrated relevant skills.

Amizade is a 501c3 nonprofit organization with a mission to empower individuals and communities through intercultural service and learning worldwide. Amizade is based in Pittsburgh. Through partnership with WVU's Office of International Programs, Amizade is able to offer global service-learning courses for WVU credit. The partnership provides WVU students, staff, and faculty with the opportunity to engage with community organizations in Brazil, Bolivia, Mexico, Germany / Poland, Ghana, Jamaica, the Navajo Nation, Northern Ireland, and Tanzania.

Interns will gain skill sets and insight relevant to the daily operations of a small and growing global nonprofit social enterprise organization with operations in 9 countries and 14 communities around the world. More information on each particular position follows below.

Pittsburgh Event Planning Intern

- Learn the process of event planning and oversight for both academic events and fundraisers.
- Plan the Annual Water Walk for Women's Rights, to occur in the Fall of 2012
- Work with Amizade Staff to create and implement a new event.
- Develop and polish skills to secure in-kind and hard donations to ensure events yield financial returns to support carrying out Amizade's mission.
- Support Staff in tasks and efforts relating to events.
- Collaborate with local partner individuals and organizations, recruiting and assigning volunteers to staff the events, recruiting participants, developing promotion, soliciting donations, and all of the other aspects of large scale event planning.

Required Qualifications

- Graduate student status in a related field (demonstrably exceptional undergraduates will be considered).
- Attention to detail.
- Ability to work independently.
- Ability to backwards-plan and self-direct in the context of broad goals.
- Ability to independently represent Amizade to prospective event participants, funders, and supporters.
- Strong writing and presentation skills.
- Some experience in graphic design preferred.

Pittsburgh University Marketing and Outreach Intern

- Promote intercultural service for university students throughout the Pittsburgh region.
- Gain presentation and public speaking skills.
- Attend study abroad fairs and other related events to represent Amizade.
- Assist the Director of Outreach with organization of materials, ongoing outreach efforts, fliering, chalking, tabling, and supplying other supporters with fliers.
- Assist with the management of Amizade's social media and networking
- Develop and implement course marketing plan on local campuses
- Cooperate with relevant partner offices, centers, and departments on campuses
- Recruit, Motivate, and Oversee undergraduate volunteers and course alumni willing to assist with presentations, fliering, tabling, and general outreach
- Be continuously relentless and innovative in sharing information about some of the most affordable, comprehensive, community-driven service-learning courses of their kind.
- Be flexible with weekly hours in order to allow for presentations at diverse times, opportunities to talk during evenings with student clubs and organizations, etc.

Required Qualifications

- Graduate or undergraduate status in a related field.
- Attention to detail.
- Ability to work independently.
- Strong writing and presentation skills.
- Ability to independently represent Amizade through speaking opportunities and other engagements.

Pittsburgh Operations Intern

- Learn the basics of human resources management, bookkeeping, and programs management.
- Assist Director of Operations in data entry and account reconciliation.
- Assist in office management tasks.
- Learn and master office procedures and policies.
- File, sort, prepare binders and organize as needed.
- Ensure steady functioning and flow of office.
- Maintain Salesforce CRM database.
- Maintain regular communication with donors and foundations.

Required Qualifications:

- Graduate and Undergraduate student status in a related field.
- Attention to detail.
- Maturity to handle sensitive information.
- Proficiency with Excel and willingness to learn Amizade's financial and database protocol.
- Ability to work independently.

Interns are expected to work 20 hours per week.

To apply: Please send a cover letter, resume, contact information for three references, and (1 page) writing sample to hr@amizade.org. Applications will be reviewed beginning early January 2012. Interviews will be organized soon thereafter.