

TRICKLE UP Communications & Media Internship – Spring 2009

Trickle Up seeks a Communications & Media Intern for the spring of 2009. The Communications and Media Intern will support the communications team with activities connecting Trickle Up's work to target audiences, media, peer organizations and the general public. These activities include online communications, public events, press relations and relationships with other non-profit, poverty alleviation and microfinance organizations.

We are looking for someone who can commit to working a minimum of ten hours per week preferably for the duration of the spring semester, with the option for an extended internship period. This is a unique opportunity to work in an innovative, rapidly growing nonprofit environment and gain experience working in collaboration with other departments within Trickle Up.

Responsibilities include:

- Preparing visual and print media for distribution and promotional use
- Supporting outreach events and preparing promotional communications and marketing materials
- Monitoring media and other outlets for relevant news, trends and coverage of Trickle Up
- Researching opportunities to increase visibility through conferences, awards and editorial calendars
- Managing online updates to Trickle Up's website, Facebook page and email list
- Handling administrative responsibilities including maintenance of files and press kits

Potential interns are preferably graduate students or others with relevant experience. Undergraduates with relevant study experience will be considered. We look for a focus in studies on communications, poverty alleviation, human rights, international relations, political science and interdisciplinary studies.

Candidates should have:

- Outstanding oral and written communication skills
- Ability to work both independently and as part of a team, managing multiple priorities
- Attention to detail, organizational skills and flexibility
- Self-motivated and enthusiastic about learning about microenterprise and the field of development; previous NGO experience preferred
- Bachelor's degree or current enrollment in an undergraduate or graduate program, preferably in communications, marketing, international development, international relations or a related field
- Familiarity with Adobe Creative Suite and Dreamweaver are a plus

To apply: Send a cover letter and resume to jyoo@trickleup.org with "Communications & Media Intern" in the subject line. No phone calls, please. Only finalists will be contacted. This is an unpaid position; arrangements can be made for course credit.

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Trickle Up empowers people living on less than a dollar a day to take the first steps out of poverty, providing them with resources to build microenterprises for a better quality of life. In partnership with local agencies, we provide business training and seed capital grants of \$100 to launch or expand a microenterprise and savings support to build assets. We work in 8 countries throughout Asia, Africa and Latin America.