



The international nonprofit buildOn is seeking a self-starting, enthusiastic intern to help expand its work in Washington, D.C. and Philadelphia. Successful applicants will work on a multitude of dynamic projects including international and domestic education research, outreach to new international and local partners and donors, and heading up special events in the Washington, D.C. area. Interns will get the opportunity to see how at a major nonprofit operates with 1-2 hours a week of direct mentorship.

**Reports to:** Skyler Badenoch Development Director, East Coast Programs

**Salary:** Unpaid

**Type:** Internship – 5-10 hours a week, January 2012-June 2012

**Start date:** January 18, 2011

**Location:** Washington, D.C. (buildOn does not have a formal office in D.C., so workplace will be at a public location within the city.)

**Principal Duties and Responsibilities:**

- Provide weekly news clips of topics relevant to public education in Washington, D.C. and Philadelphia and international development and education in Haiti, Nicaragua, Senegal, Mali, Malawi, and Nepal.
- Organizing film screening of “Dreaming Nicaragua” at a major theater in D.C.
- Assist with research and correspondence to potential buildOn supporters and donors of international and domestic programs
- Attend and report on relevant events in Washington, D.C.
- Other duties as assigned by supervisor.

**Education, Experience & Skills:**

- Pursuing a career in international affairs, education, or non-profit management
- Research and reporting on international issues
- Familiarity with social media channels such as Twitter and Facebook
- Formal writing skills
- Able to work with minimal direction and supervision; independent and self-sufficient.
- Ability and desire to work effectively in a fast-paced, team environment
- Deep passion for buildOn’s mission
- Must be organized, detail-oriented and deadline-driven

**To Apply:** Complete the application and submit your resume to [nyinternship@buildon.org](mailto:nyinternship@buildon.org). You may then be contacted for an interview.