



IRAQI AND AMERICAN RECONCILIATION PROJECT (IARP) DEVELOPMENT AND COMMUNICATIONS INTERNSHIP 2018

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
- Support 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 U.S. and abroad
- Support maintenance of IARP's social media and website
- Contribute to 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

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 Internship Application available on IARP's 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, 2021 E. Hennepin Ave Suite 200, Minneapolis, MN 55413