

**Curamericas Global  
Marketing Intern  
Position Description**

**Reports to:** Development Associate and International Volunteer Coordinator

**Application Deadline:** Rolling

**Compensation:** Unpaid

**Length of Engagement:** Prefer a minimum of 4 weeks (flexible hours/days, prefer a minimum of 2-3 days per week for a total of 8-15+ hours per week, during business hours)

**Location:** Curamericas Global Headquarters office, Raleigh, NC

**General Responsibilities:**

- ❖ Community Outreach
  - Facebook and Twitter
    - Write and post updates
  - Update online profiles monthly, or as needed
  - Donor Communication
    - Call to thank for support, answer questions on current projects, make requests to present, send info packets
  - Federal and State Campaign Applications
    - Assist in compiling and mailing
  - Fall Open House Preparation and Planning
  - Press Releases
    - Send to philanthropic websites; contact reporters to share why they should write about us
  - Seek out new support via Rotary clubs, Churches and Schools
  - Website
    - Help write and make updates, as needed
  - Identify new prospects
    - Research potential donors in the RDU region
- ❖ Administrative
  - Help prepare solicitations for mailing: printing, assembling, stamping
  - Organization of paper and electronic files and documents, as needed

**Qualifications:**

- Responsible, motivated and flexible, able to work in a team and independently
- Interest in international development and/or public health is desirable
- Strong writing skills
- Internet and Microsoft Office Suite skills required
- Foreign language skills helpful but not required (Spanish or French)
- Enthusiastic attitude and willingness to assist in the areas of greatest need

**Application Instructions:**

Please send resume and cover letter to Andrew Herrera, International Volunteer Coordinator, at [Andrew@curamericas.org](mailto:Andrew@curamericas.org).