

## Curamericas Global Outreach and Engagement Internship

**Reports to:** Executive Director

**Compensation:** Unpaid

**Length of Engagement:** Jan 6 – May 8, 2020 (flexible start/end dates);

May – August for Summer placement

Minimum 15 hours/week, preference to 20+

**Location:** Raleigh, NC

**Responsibilities:** Curamericas Global, a non-profit dedicated to helping mothers and children in need around the world, seeks an Outreach and Engagement intern at our Raleigh office. This intern will provide crucial assistance in the planning and development of local events and develop innovative outreach initiatives. The main purpose of this internship is to help Curamericas Global grow its supporter base through outreach and events. This includes:

### Outreach & Engagement (~70%)

- Communicate and establish contacts with local schools, churches, businesses and clubs
- Develop materials, content and activities, as well as logistics and communication with community partners and volunteers
- Represent Curamericas at presentations, volunteer fairs and Charity Nights
- Outreach to former volunteers and interns
- Coordinate events with local businesses to spread awareness of Curamericas and its mission
- Prepare written materials for advocacy campaigns (press releases, FAQ sheets etc.)
- Work on special community outreach projects

### Event planning (~25%)

- Support planning of outreach events from conceptualization to implementation
- Assist with planning Mother's Day Tea in Fayetteville, and other Curamericas' events
- Contact local businesses for sponsorship and raffle prizes
- Marketing work surrounding the event, such as communication with event sponsors and guests, event logistics, and event volunteer recruitment.
- Help coordinate event publicity

### Other tasks (~5%)

- General office admin and team assistance
- Professional development\*

\*Learning and networking opportunities include: USAID Global Health e-Learning courses, Triangle Global Health events, Care Group and CBIO learning materials.

### **Qualifications:**

- College junior, senior, graduate student or recent graduate seeking degrees in Communications, Public Relations, Journalism, English, Marketing or Education
- Strong communication skills (over the phone, face-to-face and email)
- Microsoft Office skills required
- A results-oriented person who is able to work independently
- Enthusiastic attitude and willing to do whatever is needed to help the team

### **Application Instructions:**

Please send completed application, resume, and cover letter to [info@curamericas.org](mailto:info@curamericas.org).

### Future Opportunities

Many interns have been promoted to Program Fellow or even hired as staff.