

## Communications Internship

Intern start date is **8 May 2012**.

### Role description

The Communications Intern will assist the Marketing & Communications team by providing back office support for Opportunity International Australia's fundraising activities. Duties include writing, assisting with online and offline communications and research.

### Intern responsibilities

- Write communications for web and print
- Assist with social media
- Support our fundraising campaigns
- Assist with market research
- Media monitoring
- Source supplier quotes
- Assist with design of collateral (print, e-communications and PowerPoint)
- Assist brainstorming sessions
- Handover training to new intern at the end of the internship

The intern will have the opportunity to attend fortnightly meetings with the Marketing & Communications team and staff led regular meetings with interns from other departments. A project plan is provided to each intern that outlines their responsibilities and provides structure to the program.

### Application requirements

- Commitment to work voluntarily, **three** days per week over the period of at least four and a half months, in the Opportunity Sydney office
- Clear written and verbal communication skills
- Proficiency in writing, editing and proofreading
- Initiative and the ability to work independently while part of a team
- Ability to multi-task, prioritise and work efficiently
- Basic knowledge in Microsoft Word, Excel and Outlook – Publisher and PowerPoint are highly regarded
- Experience in social media
- Willingness to learn and undertake a variety of tasks
- Ability to research
- Self-motivated and a creative thinker
- Skills in Adobe Indesign, Illustrator and Photoshop are desirable but not essential

### Criteria for selection

Interns will be selected based on the intern selection committee's judgement of best suitability to the following criteria:

- Commitment to the core values and aims of Opportunity and a cultural fit with the team
- Skills suitability (as per the application requirements)
- Commitment to the internship program
- Passion for poverty alleviation and microfinance
- Compassionate, flexible and cooperative

### How to apply

To apply for the voluntary Communications Internship and make an important contribution to the fight against poverty, simply email us your resume and a **cover letter (no more than one page)** to [intern@opportunity.org.au](mailto:intern@opportunity.org.au). In the cover letter, please explain why you would like to intern for Opportunity and how you think it could benefit your professional career. Please note that applications without a cover letter will not be considered.

Applications close **6 April 2012**. Intern start date is **8 May 2012**.