

# Marketing & Donor Services Internship Program

## About us

Opportunity International Australia exists to provide opportunities for people living in poverty to transform their lives. With over 35 years' experience in microfinance and support services, we use a business approach to solve poverty. Rather than a hand-out, we provide our clients with a loan as small as \$100 to help grow their small business. This enables them to earn an income and afford food, water, shelter and an education for their children. Motivated by Jesus Christ's call to serve the poor, we believe in the potential of people regardless of their gender, ethnicity or religious affiliation.



*A client with her children in Hyderabad, India.*

Part of the global Opportunity International Network (with support partners in the United States, United Kingdom, Canada and Germany), Opportunity Australia currently focuses its work in three countries – India, Indonesia and the Philippines, serving more than 1.4 million people with microfinance and community development programs. You can join us as we work to help millions more leave poverty behind for good.

## Working with Opportunity Australia

As a small and vibrant team, we are passionate about the poor and dedicated to our role in eradicating poverty. We cultivate a friendly, professional culture where staff can apply their talents and skills with the knowledge that they are making a real difference.



*A client with his business in Indonesia.*

As an organisation founded on Christian values, all staff uphold and support the organisation's core values of respect, integrity, stewardship and commitment to the poor.

Opportunity Australia is a highly regarded non-profit organisation. An internship with us will provide you with valuable on-the-job training and exposure to how the 'back office' of a development organisation operates. Not only will you build your skills and assist the team with interesting projects, an internship with Opportunity Australia will also highlight your initiative and commitment to future employers.

## Description of the program

Opportunity Australia offers an internship within the Marketing & Donor Services departments, located at our head office in Sydney CBD.

Our internship is targeted towards tertiary students who are currently (or have just completed) studying a related degree and are looking for practical experience in this field. The internship is an exclusive opportunity for skills development, practical training while making an important contribution and gaining insight into the international development sector.

The internship hours will be **4 days per week** (with some flexibility).

Each internship program runs for a period of **four months and a half months** where interns undertake part-time work, gaining invaluable knowledge and skills for future employment. The internship focuses on marketing, communications and donor services responsibilities but will also include exposure to other functions within the organisation. There is also the possibility of being involved with other cross departmental work with other teams depending on the priorities of the organisation at the time.

### Application requirements

- Completion of second year of a related degree
- Commitment to work full-time over the period of at least four months
- Commitment to the core values and aims of Opportunity Australia
- Initiative and the ability to work independently while part of a team
- Willingness to learn and undertake a variety of tasks
- Ability to prioritise and work efficiently
- Flexibility to assist with ad-hoc tasks as required
- Innovative in your approach
- Excellent research, data analysis and administrative abilities
- Be meticulous in your attention to detail
- Advanced MS Office skills, with particular emphasis on Word and Excel
- Experience with Microsoft Publisher will be highly regarded
- Photoshop and InDesign skills are beneficial, but not essential
- Be able to grasp financial and technical concepts and translate them into clear and easy language for understanding by a broader audience
- The ability to condense a mass of information into concise, informative and easy-to read reports, presentations, brochures and website content

### Program details

The regular tasks which the interns are involved in are:

- Researching potential funding sources through the internet and current databases
- Assisting with our supporter campaign and engagement strategy
- Supporting our campaigns and events with logistical assistance

- Assisting with the design of collateral and writing of communications
- Sourcing supplier quotes
- Providing general administration assistance and support
- Handover training to new intern at the end of the Internship Program
- Actioning and assisting with our donor acknowledgement process
- Assisting with progress reporting to donors
- Data entry into our CRM
- Supporting the submission of Foundation and Trust applications

A timetable will be provided to each intern which outlines their responsibilities and provides structure to the program.

The intern may also wish to gain exposure to other departments– for example Corporate Services, Administration, Donor Relations or Strategic Services. Interns are welcomed to submit their interest in these other areas and we will try to accommodate this interest during the internship Program. This provides interns with a “big picture” approach to our organisation and allows them to interact with other teams.



*“While working with Opportunity Australia I really felt like part of the team and I enjoyed the challenge of the interesting work I was given. My time at Opportunity allowed me to develop my skills in accounting which I’m sure will help me in my future career aspirations. ”*

**Mandy Pirch, Opportunity Australia Intern 2009**



A client with her business in the Philippines.

### Criteria for selection

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

- Passion for the alleviation of poverty and the tool of microfinance
- Commitment to the internship program
- Compassionate, friendly and cooperative

- Skills suitability (as per the application requirements)
- Cultural fit with the Opportunity Australia team
- Excellent oral and written communication skills

### Benefits of undertaking an internship at Opportunity Australia

- We cultivate a friendly, professional culture where interns can apply their talents and skills with the knowledge that they are making a real difference.
- We treat our volunteers and interns like regular staff members – this ensures that interns will be included in staff meetings and discussions, hence giving them the same exposure in terms of seeing how Opportunity Australia functions as an organisation and interacts with the different departments within it.
- Gain an overall view of the Marketing & Donor Services functions within the organisation.
- Official certificate of completion for the internship Program.

### Schedule for 2010 Intake for Marketing & Donor Services Internship Program

Sydney	Intake 1	Intake 2	Intake 3
Program start	January	May	September
Applications open	16 November 2009	1 March 2010	1 July 2010
Applications close	2 December 2009	16 April 2010	13 August 2010
Interviews	7-11 December 2009	19-23 April 2010	15-20 August 2010
Offer made	15 December 2009	23 April 2010	20 August 2010
Intern start date	5 January 2010	3 May 2010	30 August 2010
Intern completion	3-14 May 2010	30 August-11 September 2010	4-15 January 2010

To apply for this exciting internship position, please email your resume with a covering letter explaining why you would like to work for our organisation to Cristina Smith, Donor Services Co-ordinator at [csmith@opportunity.org.au](mailto:csmith@opportunity.org.au).

Please note that applications without a covering letter will not be considered.