



## **International Development and Fundraising Internship**

### **Friendship Bridge**

Lakewood, Colorado

3-4 month unpaid internship

Friendship Bridge is an international non-profit, non-governmental organization that empowers impoverished Guatemalan women to create a better future for themselves, their children, and their communities through microfinance and education.

### **Position Summary:**

Friendship Bridge is seeking a skilled, enthusiastic intern to assist in our US office located at 405 Urban St. in Lakewood, Colorado. We offer an internship that can be adapted to fit educational needs, credit requirements, and flexible scheduling.

The internship includes day-to-day administrative work, as well as work in communications, fundraising and research. The intern will assist our Development team in executing strategies to inspire our donors to support our mission, especially through event planning. Projects may vary based on intern skill sets and interests. The intern will have the unique opportunity to gain knowledge of the international development field, specifically that of microfinance.

### **Specific duties include:**

- Research possible areas for growth and target potential supporters
- Review data on an ongoing basis and aggregate reports
- Gather and compile materials for informational and promotional use
- Support Development Director with prospect research and writing tasks
- Support planning process for Insight Trips
- Support our team and committee in planning and marketing events
- Set up, work, and clean after the events
- Manage inventory processing and reconciliation
- Other office administrative support and special projects as needed
- Translation projects, if able

### **Desired Skills and Experience:**

- Commitment to a work schedule of 10-20 hours per week in the office
- Experience in database management and/or the manipulation of spreadsheets
- Experience gathering information through internet research
- Excellent written and verbal communication skills
- Strong interpersonal skills
- Familiarity with word processing (i.e., Microsoft Office) and spreadsheets
- Ability to work independently and also with a team
- Good organizational and administrative skills, with the ability to multi-task.
- Proficiency in Spanish desirable

Please send resume and cover letter to [volunteer@friendshipbridge.org](mailto:volunteer@friendshipbridge.org)