



## **Fundraising, Communications and Development Intern**

### **About Haiti Communiterere:**

Haiti Communiterere is a small organization which, over the past eight years, has accomplished a lot.

Haiti Communiterere was established in March, 2010 following the massive earthquake that devastated Port-au-Prince in January, 2010. Our mission is as follows: Haiti Communiterere is committed to changing the culture of development and aid in Haiti. We champion grassroots based projects that promote solidarity, sovereignty, and community. In partnership with – and deference to – community leadership, we explore and engage innovative ways to effectively address long-term needs of the communities we serve. This includes helping international organizations appropriately access resources, coordinate logistics, and network with community leaders, as well as to better understand the socio-cultural dynamics, and potential impacts, of their work in Haiti. The Haiti Communiterere is located near the international airport and serves as a meeting point for local and international organizations.

### **Responsibilities of this Position:**

- development of fundraising strategy;
- development and management of grants calendar;
- extensive, detailed grants research;
- participating actively in online fundraising campaigns (minimum of three per year);
- assist in preparing grant applications;
- produce quarterly newsletters;
- ongoing web site development
- external communications (recruiting new international partners, coordinating with people who use the guesthouse)
- social media strategy and minimum of one weekly posting
- developing relationships with international organizations that use/ may potentially use HC as a guesthouse resource center
- produce monthly activity reports
- participate actively in all fundraising events
- development of marketing materials

### **Qualifications:**

- demonstrated interest/ experience in international development issues;
- studies in communications, journalism or a related field;
- English (necessary) and French (ideal);



- strong writing skills in English (necessary) and French (desirable)
- desire to learn Creole;
- ability to manage multiple detail-oriented projects;
- outgoing, flexible self-starter;
- ability to work independently, prioritize tasks and complete assignments by specified deadline with speed and accuracy; and
- commitment to international development.

**Time Commitment:** The time commitment for this position generally is 40 hours per week. However, this is not a traditional 9 to 5 job and will definitely require work outside of that time frame, with compensating time off available within that timeframe. This is a one-year position.

**Supervisor:** Country Director

**Compensation:** The intern will receive one return flight, housing. Return flight is pending completion of one-year commitment. Three meals a day are available six days per week. The intern will also receive a small stipend to cover expenses.

**Start Date:** End of July – beginning of August 2018.

**To Apply:** Please send the following documents to [cd@haiti.communiterere.org](mailto:cd@haiti.communiterere.org), to the attention of Janet Ilott:

- CV/resume;
- cover letter explaining your interests, what you hope to gain and what you can contribute to Haiti Communiterere.