

MAMA HOPE



About MAMA HOPE:

Our mission is to help communities achieve lasting, self-directed prosperity by challenging a broken aid system — one that perpetuates poverty and disempowerment. We do this by directly supporting projects in education, health, women's empowerment, agriculture and beyond — that are 100% community-led. We connect local leaders with global opportunities to share their stories and access new forms of funding. We challenge the industry to do better through our high-impact media campaign, Stop the Pity, and through the Global Advocate Program, a unique fellowship that trains a next-generation workforce to become the empathetic leaders, connectors, and philanthropists of tomorrow.

About You:

You're a self starter. You find gaps within a team and grow to fill them. You are a creative problem-solver with incredible attention to detail and a passion for supporting high-impact global development.

MAMA HOPE is looking for a part-time (8-10hr/week) Communications Intern to work closely with our San Francisco-based team. This position contains both high level and low level administrative tasks which span the marketing, development and programmatic teams and ensure that our office runs smoothly.

Skills and experience needed include administrative skills, social media, development support, Excel, Google Drive, excellent written and oral communication, acute attention to detail, and an independent and optimistic spirit. The Communications Intern reports directly to the Communications Manager and Global Advocate Program Manager and works in support of our Communications Associate.

Scope of Work:

Marketing (5 hrs): The Communications Intern will support the Communications Manager with generating content and scheduling on our suite of social media platforms; including Facebook, Twitter, Instagram and LinkedIn. Basic Wordpress and Hootsuite proficiency preferred.

Development (5 hrs): The Communications Intern will process all donations mailed to the San Francisco workspace. This includes - but is not limited to - sorting mail, processing donations on Classy fundraising platform, monitoring our monthly giving program, depositing checks in relevant bank accounts, tracking deposited donations and issuing tax exempt receipts to donors.

The culture of our organization is collaborative; the right candidate will be flexible and willing to step in wherever needed. Therefore, the Communications Intern will be expected to offer additional assistance in:

Events: The Communications Intern will aid the Mama Hope Marketing Team with planning Mama Hope's fundraisers and other engagement events. This may include research, outreach, cost comparison, bookings, soliciting in-kind donation requests, coordinating volunteers, donor communication, and pre-event and day-of support.

Global Advocate Program: The Communications Intern may support staff in maintaining and enhancing the recruiting efforts of the Global Advocate Program by updating all job board and university recruiting postings.

To Apply:

Send in your CV, cover letter and 3 sample social media posts to info@mamahope.org with the subject line "COMMS INTERN"