



**Internship Focus:** Events and Communications

**Location:** London, UK

**Term:** 4-6 weeks (min 15-20 hours/wk with option to expand to full time)

**Ideal Start Date:** June 2020

Organisation Profile:

Room to Read seeks to transform the lives of millions of children in low-income countries by focusing on literacy and gender equality in education. Working in collaboration with local communities, partner organizations and governments, we develop literacy skills and a habit of reading among primary school children, and support girls to complete secondary school with the relevant life skills to succeed in school and beyond.

We envision a world in which all children can pursue a quality education that enables them to reach their full potential and contribute to their communities and the world.

Position Overview:

Room to Read seeks a dynamic Events and Communications intern who will support the UK team, which is responsible for fundraising from key western European countries to deliver Room to Read's programmes across the globe. Internships are available from spring to autumn and ideally applicants will be able to work 4-6 weeks.

The internship is to support the team's goals to grow brand awareness in the region and build our donor pipeline through the thoughtful and professional delivery of communications support, social media/digital support, and events support. Based in Room to Read's donated office space in London, this position will provide support to the Events Associate and will also provide support to our PR & Communications Analyst. The role will also assist other team members as needed.

The ideal candidate for this position will have an interest in events, marketing, communications, public relations and social media and a desire to build their skills in these areas. As they will be working closely with a busy fundraising team and be a part of an international non-profit organisation, they will be able to gain invaluable experience and contribute to increasing brand awareness, raising the profile of the organisation and helping gain new supporters in the region.

Duties & Responsibilities:

- Support team with events administration, logistics planning and implementation of our race and summer party, and our annual gala dinner
- Support on development of regional marketing and event materials, eg press packs, event brochures, PowerPoint presentations
- Provide materials and information for volunteers and supporters
- Support social media activity by researching and developing compelling content

- Edit American-produced copy into British-facing copy

**Qualifications:**

**Required:**

- Current undergraduate or graduate student, or completed bachelor's degree
- Excellent communication and interpersonal skills
- Excellent writing & editing skills
- Highly organised with excellent attention to detail
- Demonstrated experience in MS Office, Word, Excel, PowerPoint, Social Media platforms
- Ability to juggle multiple priorities simultaneously, take initiative and meet deadlines
- Demonstrates common sense, flexibility and teamwork
- Legally eligible to work in the United Kingdom
- Strong work ethic and sense of humour

**Preferred:**

- Experience working with CRM platforms (i.e. Salesforce)
- Experience in Adobe InDesign, Photoshop
- Experience in SEO, Social Media Analytics
- Possesses good customer service skills and focus

**To be successful as a member of the Room to Read team, you will also:**

- Have a passion for their mission and a strong desire to impact a dynamic nonprofit organization
- Be an innovative and creative thinker – you are not afraid to try something new and inspire others to do so
- Have a very high level of personal and professional integrity and trustworthiness
- Have a strong work ethic and require minimal direction
- Work well independently as well as part of a team
- Thrive in a fast-paced and fun environment

**Benefits:**

This internship offers a unique opportunity to gain nonprofit development and events experience and be part of an innovative, meaningful, fun, and rapidly growing organization that is changing the world. School credit may be available depending on the requirements of your institution.

**Application Procedure:**

Please return your completed INTO Student Internship form to your INTO Centre's Student Services team by email with 'LONDON Internship' in the subject line.

Every application will carefully be reviewed; however, due to high applications we are not able to send personalised responses to all applicants. Applications are due 15<sup>th</sup> December 2019.

INTO Giving and Room to Read are proud to be equal opportunity employers committed to identifying and developing the skills and leadership of people from diverse backgrounds.