

## **Washington Summer Program Internship #18 Women for Women International**

Hi Summer students-

Here is another great internship. We had a student there for the first time this past quarter and she gave it a strong recommend. If you are interested in grass roots development and marketing (see attached announcement for details), email me your cover letter (address to Ms. Patricia Pina, Marketing Officer) and resume and I will forward your materials on. Thanks

- Sara

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**WOMEN FOR WOMEN INTERNATIONAL**  
*INTERN DESCRIPTION*

Title: Grassroots Marketing Intern  
Area: Headquarters  
Dept: Marketing and Development  
Location: Washington DC  
Reports to: Grassroots Marketing Officer

**Summary**

Women for Women International is a non-profit women's humanitarian organization whose growth has sky-rocketed in the past three years due to phenomenal media attention, a well-positioned mission and proven success in achieving that mission – including winning in fall of 2006 the most prestigious humanitarian award given, the Conrad N. Hilton Award. Join the team that is capitalizing on that growth.

We're seeking to capitalize on our Grassroots support to get more people involved, active and engaged! Women for Women International is seeking someone to provide support with online marketing for events and in-house support of events and other fundraisers.

**Duties and Responsibilities:**

Duties include but are not limited to:

- Receive and respond to questions regarding events or fundraisers
- Assist in developing and executing the creative content for web site updates, emails and other viral campaigns.
- Manage other online tools to raise awareness and increase participation
- Assist with thank you and cultivation of supporters.
- Assist with materials development, execution and inventory management
- Collect and review data on revenue
- Manage database with grassroots project host, and individuals that come in from events, etc.

**Qualifications:**

- Experience working in an office environment
- Interest in women's and/or international issues
- Demonstrated creativity and flexibility.
- Experience and/or comfort with word processing, merge letters and databases, preferably Microsoft Word, Excel and Access
- Ability to balance multiple tasks simultaneously and meet deadlines
- Willingness to learn new things.
- Ability to work well with others
- Sense of humor.
- Demonstrated creativity and flexibility.

