

Position: Communications Intern

Project Zawadi (PZ) is a small 501(c)3 non-profit organization based in St. Paul doing educational work in Tanzania. Project Zawadi's mission is to ensure Tanzanian children and youth have access to a quality education. Services are delivered in Tanzania via a staff of 18 working in three program areas: Student Sponsorship, School Support (Model Schools), and Teacher Training (Tenda Teachers). Visit PZ's website for more information: projectzawadi.org.

As a small organization with few staff, volunteers and interns are essential to PZ's operations. The Communications Internship is flexible and can be tailored to the strengths and interests of the individual. All work can be done from home. Possible duties include:

- Assist with social media content ·
- Write stories for PZ's blog ·
- Write and distribute press releases
- Donor prospect research
- Grant proposal writing
- Assist in or manage direct mail campaigns
- Reach out to lapsed donors
- Research and execute fundraising plans that utilize the faith-based community
- Update and manage organization database
- Other miscellaneous tasks as needed

Qualifications and desired experience:

- Experience or interest with non-profits.
- Proficiency in Microsoft Office
- Proficiency in social media platforms like Facebook, Instagram, Mailchimp, Twitter, etc.
- Excellent interpersonal/communication skills and relationship building skills.
- Highly organized and flexible while managing numerous details efficiently and self-directing in a multi-tasking environment with minimal supervision.
- Experience or interest in Tanzania or East Africa is a plus.
- Ability to work independently and communicate clearly via email, text and telephone is a must.

Please contact Project Zawadi's Operations Manager, Brianna Darling, by email at: brianna@projectzawadi.org if you have questions or are interested in joining our team as a