



Communications & Fundraising Intern

Job description

Karuna Center for Peacebuilding is seeking a Communications & Fundraising Intern for the remainder of 2021 and possibly beyond. Though Karuna Center is headquartered in Amherst, MA, this position operates remotely. A stipend will be provided.

This intern position will work closely with the Communications & Development Coordinator to co-develop and implement strategies to raise the profile of Karuna Center and its partner organizations; to advance narratives that support nonviolent approaches to conflict that are grounded in respect for human dignity across difference; and to significantly expand our donor community.

This internship will encompass the following areas:

Nurturing online community on social media

- Actively monitor Facebook, Instagram, Twitter, and LinkedIn accounts, respond promptly to comments/messages, and relay questions to staff
- Collaborate with other Karuna Center staff to share and support the messaging of our partners and colleagues, both internationally & in the U.S.
- Work with the Communications & Development Coordinator to actively engage our network in advocacy campaigns in which Karuna Center, as an organization, chooses to participate

Expanding our outreach

- Work with the Communications & Development Coordinator and Program Team to develop and share compelling content out of the raw material of project reports, program photos/videos, & project evaluations
- Support and help expand outreach efforts surrounding Karuna Center events and initiatives, such as Zoom event series, fundraisers, etc.
- Participate in developing and expanding media outreach through press releases and cultivation of media contacts

Fundraising

- Seek out new opportunities for Karuna Center and its local partners to fundraise online, both for general operating support and specific programs

- Update and share information about our programs on online giving platforms
- Work within our network to organize small-scale online fundraisers
- Assist with administrative processes such as thanking donors
- Help us improve and simplify our language through informal test-marketing and by sharing your ideas

This is an internship position, with stipend, with an expectation of approximately 15 hours/week of work. Karuna Center strives to provide meaningful educational and career opportunities through internships and will work with interns to satisfy any external requirements or requests (work-study applications, credit programs, recommendations, etc) that make this experience more beneficial.

To apply, please submit a cover letter and resume to laura@karunacenter.org. The position will remain open until filled with an anticipated start date of April 2021.

The Karuna Center for Peacebuilding is an equal opportunity employer. We encourage anyone, regardless of race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, sexual orientation, and gender identity or expression, to apply.