



**Nourish International seeks highly-motivated individuals who
are passionate about social & economic justice for
2016 Summer Internship Cohort**

NOW ACCEPTING APPLICATIONS FOR:

1. Administrative Assistant and Finance Intern
2. Business Development Intern
3. Corporate Outreach, Grant Writing, and Business Development Intern
4. Development Intern
5. Event Planning Intern
6. Program Interns (2)
7. Public Relations/Marketing Intern
8. Summer Institute Planning Interns (2)

About the Internship Program

Interns work closely with full-time Nourish staff to expand and strengthen the organization's capacity to deliver upon its' mission to make a lasting impact on extreme poverty. Positions are for the National Office of Nourish International (not the Student Organization), located roughly 15 minutes (driving) from UNC's campus.

The Nourish Summer Internship program is a unique experience combining opportunities to learn and hone hard and soft skills, great professional development (trainings on topics ranging from resume and cover letter reviews, to the basics of International Development are offered weekly), and a close-knit, friendly and fun work environment.

100% of our past interns would recommend a Nourish International internship to a friend.

"Working with Nourish International has been the best thing that I have done since I have been in college. I have learned more from working with Nourish than I ever would have been able to in the classroom. The Nourish team is an amazing group of people and the most supportive group of people that I have ever had the pleasure of working with."

Anna Graves, Events and Outreach Intern - Summer & Fall 2014

Nourish Summer Interns are required to work 20 hours/week. Hours are flexible; Interns and Supervisors work together to set shifts that work for everyone. Interns must provide their own transportation to the office, although carpooling is highly encouraged and will be arranged during the first week.

The tentative dates of the 2016 Nourish Summer Internship are Tuesday, May 31-Tuesday, August 2. All interns are asked to block out Thursday, July 28-Monday, August 1 to help with the annual Summer Institute Conference. More details will be provided during the interview process.

Application Process

Candidates must be enrolled in or have completed a four-year degree program. Nourish International is an equal opportunity employer and does not discriminate based on race, gender or sexual orientation.

To apply, send a resume and cover letter (traditional or nontraditional format, either is great!) to annamarie@nourish.org by **Saturday, April 30th** at **5pm**. Be sure to mention the position(s) for which you are applying, why you would be a good fit for this role and how this position fits into your larger career trajectory and values. *Internships are unpaid opportunities to support transformative work and gain professional experience working on a passionate, high-performing team.*

About Nourish International

Nourish International works to empower students to address global poverty through social entrepreneurship. We believe that all lives have equal value and that young people are powerful actors in creating sustainable change. We harness the power of businesses and partner with communities abroad to create a world in which all people have access to the basic necessities of life.

Nourish International was founded in 2003 by students at the University of North Carolina. Since incorporating as a 501(c)(3) nonprofit in 2006, Nourish has grown into a national movement with 60 chapters on US college campuses and high schools across the US and Canada and a National Office in Chapel Hill, NC. Since 2003, we've invested \$460,000 and trained over 600 project interns in 113 projects all over the world. As a movement, we have placed 3rd in the Facebook Giving Challenge, received the North Carolina Peace Prize for excellence in cross-cultural solutions and sustainable development and was featured at TEDxRaleigh, Ashoka U Exchange and the United Nations. For more information visit nourish.org.

Administrative Assistant and Finance Intern

About Us

Nourish is a small team of people passionate about engaging college students and empowering community members to make a lasting impact on poverty. The National Office supports chapters across North America and projects worldwide, and handles the organization's everyday business operations.

Responsibilities

As an Administrative Assistant and Finance Intern, you will help with office management, operations and fundraising tasks. We are looking for driven, energetic individuals who thrive in a small team environment. This position will report to the Executive Director. You will:

- Maintain the organization's databases
- Work with the admin team to complete research projects
- Complete a variety of other tasks that further the National Office's efforts
- Work closely with the Executive Director to ensure operational efficiency, alignment with strategic objectives, and maximization of resources
- Learn the basic in's-and-out's of high-level Nonprofit Management, including HR, scheduling, communications, meeting management, financial and data management, Board communications, etc.

Requirements

- Impeccable written communication skills
- Mathematical and analytical experience
- Strong organizational skills
- Attention to detail
- Experience with professional communication and schedule management is a big plus

Business Development Intern

About Us

Nourish is a small team of people passionate about engaging college students and empowering community members to make a lasting impact on poverty. Earned income activities are central to our mission and we are looking to increase the percentage of our budget that comes from earned income activities. As a step toward this goal, we are launching an online store, offering sustainably-sourced, branded apparel and gear.

Responsibilities

As a Business Development Intern, you will be responsible for the generation and development of both inbound and outbound new business opportunities. We are looking for an energetic, creative, and business-savvy person to support a small, dynamic, and passionate team. This position will report to the Venture Coordinator. You will:

- Work closely with the Venture Coordinator to negotiate strategic partnership that drive new growth, increase engagement among students and alumni, distribute the brand, and generate new revenue streams
- Play a crucial role in consolidating and innovating the current online Shop Nourish store
- Play a crucial role in ideating, launching, and growing the online Nourish “Swag Store”

Requirements

- Passionate about sustainable business strategy and driving revenue
- Structured thinking and problem solving
- Demonstrated self-starter, who can work as part of a team or individually on projects
- Experience working with undefined systems and ambiguity
- Strong communication skills
- Experience contributing to or managing an online store is a big plus

Corporate Outreach, Grant Writing + Business Development Intern

About Us

Nourish is a small team of people passionate about engaging college students and empowering community members to make a lasting impact on poverty. The National Office supports chapters across North America and projects worldwide, and handles the organization's everyday business operations.

Responsibilities

As a Corporate Outreach, Grant Writing and Business Development Intern, you will assist in research and communication with corporations to support our travel insurance and hunger lunch ventures. We are looking for someone seeking to gain experience in the business development and outreach process for nonprofits. This position will report to the Executive Director and Development Director. You will:

- Play a major role on the Resource Development team, which is responsible for generating roughly 50% of the movement's revenue.
- Identify and qualify new leads for corporate and foundation partners
- Lead a streamlined, organized, and professional communication effort with local and National corporations to develop, retain, and deepen our relationships with partners.
- Assist in the grant-writing process, from prospecting, to writing initial proposals, to being part of the final writing and editing team

Requirements

- Strong communication skills, particularly written communication
- Ability to work well with many constituents
- Outstanding organizational abilities
- Proven track record in research a big plus
- Experience in business development a plus.

Development Intern

About Us

Nourish is a small team of people passionate about engaging college students and empowering community members to make a lasting impact on poverty. The National Office supports chapters across North America and projects worldwide, and handles the organization's everyday business operations.

Responsibilities

The Development Intern reports to the Development Director, and is part of the small but enthusiastic “Development Dream Team.” You will work on various fundraising-related initiatives, such as thanking donors for support, maintaining database records and assisting with donor stewardship. This position is ideal for people interested in gaining experience in fundraising and nonprofit management. You will:

- Play a major role in the fundraising efforts of the National Office, and learn about the basics of creating and maintaining a culture of philanthropy
- Support the Development Director with prospect identification and research, communication with donors, and stewardship (thanking donors) efforts
- Help create and maintain current and engaging messaging for our fundraising efforts- curating quotes and photos from students, helping to draft email messages and other donor communications
- Play a lead role in the Summer 2016 phonathon effort, calling past donors and updating them on Nourish’s work

Requirements

- Strong written and oral communication skills
- Personal initiative and strong follow-through are a must
- Interpersonal communication skills, including comfort with phone calls
- Experience with Raiser’s Edge database a huge plus
- Attention to detail, willingness to learn, and a positive attitude

Events Intern

About Us

Nourish is a small team of people passionate about engaging college students and empowering community members to make a lasting impact on poverty. The National Office supports chapters across North America and projects worldwide, and handles the organization’s everyday business operations.

Responsibilities

The Events Intern reports to the Development Director, and is part of the small but enthusiastic “Development Dream Team.” Nourish strives to host several unique events throughout the Summer that introduce people to the organization, communicate our message to prospective supporters, inspire students, alumni, and other supporters of the movement with mission-aligned experiences, and steward (thank and communicate with) past supporters. You will:

- Play a lead role in Summer Institute Banquet logistics and planning

- Support the Development Team in planning and executing several smaller stewardship and cultivation events throughout the summer (including the Projects Celebration, Alumni Meetups, Board Appreciation event, etc.)
- Conduct research on potential event ideas, host venues, and partners
- Develop and oversee 3rd Party Events, including securing percentage nights at local establishments

Requirements

- Great organizational skills, plus the ability to create and follow a workplan and timeline
- Enthusiasm for working with a team while also being confident about executing tasks and reaching goals on your own
- Willingness to take ownership (as you feel comfortable) of various components of the organization's events strategy
- Great written and oral communication skills, follow-up and attention to detail
- Event planning experience a major plus

Program Intern (2)

About Us

Nourish is a small team of people passionate about engaging college students and empowering community members to make a lasting impact on poverty. Programs are a key component of the organization's mission, and the National Office's dedicated team facilitates programmatic projects to unite chapters and international partners for an amazing cause.

Responsibilities

As a Program Intern, you will work side-by-side with Nourish International programmatic staff assisting with the administration and management of Nourish Chapters, international partner activities, and the development of systems, curriculum, and key resources. We are looking for passionate individuals seeking to gain programmatic or international development experience in a startup nonprofit environment. This position reports to the Program Director.

Requirements

- Excellent communication skills
- Outstanding organizational skills
- Experience with and knowledge of international development or social enterprise a plus.

PR/Marketing Intern

About Us

Nourish is a small team of people passionate about engaging college students and empowering community members to make a lasting impact on poverty. Programs are a key component of the organization's mission, and the National Office's dedicated team facilitates programmatic projects to unite chapters and international partners for an amazing cause.

Responsibilities

The PR/Marketing Intern reports to the Development Director, and is part of the small but enthusiastic "Development Dream Team." This intern will work side-by-side with Nourish staff using digital and traditional media campaigns to raise awareness about the organization. This position is ideal for people interested in gaining public relations experience and applying classroom knowledge to initiatives and products in the nonprofit setting. You will:

- Be given leadership opportunities in writing content for digital and traditional media
- Have many opportunities to design, update, and develop digital and print marketing materials for Nourish as a whole, as well as for specific events and campaigns
- Gain experience in writing Press Releases and other traditional media proposals
- Maintain the organization's comprehensive marketing calendar, making sure that consistent and captivating messaging is being broadcast through all effective channels
- Monitor the efficacy of our Marketing and PR efforts, and make recommendations for improvements

Requirements

- Excellent communication, writing, organizational and planning skills
- Knowledge of AP Style and public relations writing
- Familiarity with WordPress, Instagram, Facebook and Twitter
- Blogging experience a plus
- Graphic design experience (particularly using Adobe suite) a huge plus

Summer Institute Intern - Attendee Coordinator

About Us

Nourish is a small team of people passionate about engaging college students and empowering community members to make a lasting impact on poverty. The Summer Institute is a leadership development conference that unites, trains, and connects Nourish leaders every year, preparing them to carry out the organization's mission. The National Office is responsible for the planning and implementation of the Summer Institute.

Responsibilities

As the Attendee Coordinator, you will play a key role in all aspects of conference preparation, helping organize logistics and creating materials for the event. We are looking for energetic, driven individuals who are able to wear a variety of hats in the Summer Institute planning and implementation process. This position will report to...

You will:

- Create materials for conference attendees
- Analyze conference materials and activities
- Prepare for and join weekly Summer Institute planning meetings with entire staff
- Communicate with attendees leading up to the Institute.

Requirements

- Strong written and oral communication skills
- High proficiency in conference and event operations and logistics
- Understanding of overall conference planning
- Proficiency in record keeping
- Outstanding organizational skills

Summer Institute Intern - Special Events Coordinator

About Us

Nourish is a small team of people passionate about engaging college students and empowering community members to make a lasting impact on poverty. The Summer Institute is a leadership development conference that unites, trains, and connects Nourish leaders every year, preparing them to carry out the organization's mission. The National Office is responsible for the planning and implementation of the Summer Institute.

Responsibilities

As the Special Events Coordinator, you will play a key role in all aspects of conference preparation, helping organize logistics and creating materials for the event. We are looking for energetic, driven individuals who are able to wear a variety of hats in the Summer Institute planning and implementation process. This position will report to.... You Will

- Analyze conference materials and activities
- Gain skills in solicitation as relates to conference planning
- Prepare for and join weekly Summer Institute planning meetings with entire staff
- Communicate with attendees leading up to the Institute.
- Organize a photo video competition and alumni mixer
- Coordinate event logistics as needed

Requirements

- Outstanding communication skills
- High proficiency in conference and event operations and logistics
- Understanding of overall conference planning to hit key learning objectives
- Strong organizational abilities
- Donation research and solicitation experience is a plus