

## Communications Intern, Community Lab

**Position Type:** Fall 2010 Internship, Communications

**Organization:** Community Lab

**Location:** New York, NY

**Time Commitment:** 10-15 Hours/Week

**Duration:** September to early December, with potential to continue afterwards

**Compensation:** This position is unpaid.

**To apply:** Send a resumé and cover letter to [recruiting@community-lab.org](mailto:recruiting@community-lab.org). Applications accepted on a rolling basis. Please indicate where you heard of this position in your email.

### About Community Lab:

Community Lab works to strengthen communities worldwide by investing in motivated people and the systems that connect them. We do so through consulting, producing and incubating. We advise governments at the national level on their development strategies both in the interventions employed and the funds apportioned. We create systems that allow developing nations to adapt their capacities to the changing environments of growth by linking national resource centers with local data collectors. We nurture thought leaders and ideas that seek to create dynamic social enterprises on a local scale that have impact on a global scale.

### Position Description:

This position includes writing for Community Lab's blog and publication, writing and developing press releases, working with the community engagement team, assisting in event planning and coordination, as well as providing general support to the organization in the office. The Communications Analyst will report directly to the Communications Team Lead. This is a great opportunity for an interested individual to gain experience in a dynamic start-up environment.

### Requirements and Responsibilities:

- Create content for the Community Lab blog and website, and Community Lab reports and publications, to be drawn from Community Lab news and projects, general development news, and analyst research
- Engage with existing Community Lab constituents and recruit new constituents using social media channels and social networking tools
- Outreach to other NGOs and development organizations to gather content; develop partnerships and network with external organizations to strengthen and expand the reach of Community Lab's development projects and other work
- Create branding and promotional materials for fundraising, advocacy and awareness raising campaigns developed by Community Lab
- Plan and coordinate events related to Community Lab and its affiliates
- Assist the community engagement initiative through social media and events
- Research the latest developments in social media
- Interns are expected to report on the progress of their projects in a weekly meeting with the internal Community Lab staff

### Qualifications:

- Excellent organization and attention to detail
- Excellent research, writing, editing, and communication skills
- Familiarity using social media including Facebook, Twitter, LinkedIn, etc.
- Skills in audiovisual technology and graphic design a plus
- Ability to work cooperatively, courteously, and effectively in a fast-paced, multi-departmental environment to meet deadlines
- Interest in international development and commitment to the Community Lab mission
- Positive attitude and sense of humor is a must!