

Outreach Analyst, 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

Pay: This position is unpaid

To apply: Send a resumé and cover letter to 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. For more information, please visit www.facebook.com/CommunityLab or www.community-lab.org.

Position Description:

This position includes producing content for Community Lab's social media channels, blog and publications, as well as marketing, working with the community engagement team, assisting in event planning and coordination, and providing general support to the organization in the office. The Outreach 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
- Plan and coordinate events related to Community Lab and its affiliates
- 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 event planning, outreach and organizational skills 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