

## **Barakat Internships**

**Spring (January-May) 2013**  
**Summer (June-August) 2013**

- Operations & Development Intern** (20 Hours/week; Unpaid)
- Programs Intern** (20 Hours/week; Unpaid; *Submit 2 writing samples, 2-3 pages in length, 1 should be a research paper*)
- Marketing Intern** (15 Hours/week; Unpaid)
- Graphic Designer Intern** (15 Hours/week; Unpaid; *Submit portfolio with samples of work; both print and web preferred*)
- Communications Writer** (20 Hours/week; Unpaid; *Submit 2 writing samples, published articles preferred*)
- Intern and Volunteer Coordinator** (20 hours/Week; Unpaid)
- Event Planning Assistant** (20 hours/Week; Unpaid)

**Applications are accepted on a rolling basis**  
**The deadline for SPRING internships is November 15<sup>th</sup>**  
**The deadline for SUMMER internships is April 1<sup>st</sup>**

**For questions or to apply, please email or submit cover letter and resume to [internships@barakatworld.org](mailto:internships@barakatworld.org)**

**For more information, visit our website at [www.BarakatWorld.org](http://www.BarakatWorld.org)**

**Internship Title:** Operations & Development Intern  
**Department:** Administration  
**Semester:** Spring, Summer, Fall

**Position Description:** The Operations & Development Intern works on tasks that are crucial to the smooth operation of the organization and enable all of the other departments to run efficiently and effectively. The intern also supports the Executive Director in organizational fundraising, including grants research, writing, individual cultivation, and events.

### **Principal Responsibilities**

- Purchase and inventory office equipment, furniture and supplies
- Retrieve, open and file office mail
- Administrative tasks such as answering the phone, sending out mailings, filing
- Print out marketing materials needed for promotions and prepare folders
- Conduct research for public/private grants and on potential individual donors to expand donor base
- Maintain Salesforce database for contacts and organizations
- Create and run reports in Salesforce
- Process all donations
- Assist staff and event planning intern with fundraising and awareness events

### **Required Skills/Experience/Qualities**

- Strong organizational and task management skills
- Proficiency with MS Office, including Word, PowerPoint and Excel
- Strong research and writing skills
- Professional attitude and ability to represent Barakat through phone and email
- Ability to work independently and as a part of a team

### **Desired Skills/Experience/Qualities**

- Experience working with Mac computers
- Previous work in an administrative position
- Fundraising experience desired but not required

### **Commitment**

- 20 hours per week
- Semester-long commitment

**Please note: This internship is unpaid.**

**Internship Title:** Programs Intern  
**Department:** Programs  
**Semester:** Spring, Summer, Fall

**Position Description:** The Program Intern supports the Executive Director and the Overseas Program Director with research, updates and all analytical and administrative tasks associated with Barakat's programs in Afghanistan and Pakistan.

**Principal Responsibilities**

- Gather monthly programmatic reports and updates from the country offices and file in appropriate electronic server
- Review and analyze programmatic reports, data and information
- Update the Executive Director on all program reports and analysis
- Research better ways to communicate with our overseas program staff
- Share updates and noteworthy programmatic information with communication writer and Executive Director
- Suggest articles for the website as well as for the newsletter to the Executive Director
- Share names and details to be added to the database to the Operations/IT Manager
- Attend at least 2 community events a month as a Barakat representative
- Flexible and open-minded to other tasks

**Required Skills/Experience/Qualities**

- Coursework related to International Development
- Experience working within the Development spectrum
- Knowledge of Program implementation and design, especially in education
- Knowledge of education and health issues in South and Central Asia
- Good organizational skills
- Ability to manage time efficiently and multi-task
- Ability to work as part of a team
- Proficiency with MS Office

**Desired Skills/Experience/Qualities**

- Fluency in Hindi, Urdu, Dari or Persian desired but not required
- Prior experience in NGOs
- Prior experience in international development (South and Central Asia)
- Knowledge/familiarity with educational systems in South and Central Asia
- Critical thinking and analytic skills
- Detail orientated
- Good writing skills

**Commitment**

- Semester long commitment
- Time commitment of 20 hours a week

**Please note: This internship is unpaid.  
Must submit 2 writing samples, 2-3 pages in length.**

**Internship Title:** Marketing Intern  
**Department:** Marketing and Communications  
**Semester:** Spring, Summer, Fall

**Position Description:** The Marketing Intern supports Barakat by researching, writing, and distributing marketing materials and communications. The Intern will also find collaborative opportunities with corporations, schools and agencies to showcase Barakat's mission and work.

#### **Principal Responsibilities**

- Prepare progress reports/status updates monthly/weekly for assigned tasks and initiatives
- Research marketing trends in the industry and monitor other non-profit organizations
- Help with executing tactical marketing projects and assignments
- Contribute to strategic planning sessions, development of social media plan and other strategic initiatives
- Work with Communication Writer Intern to brainstorm publicity and advertising materials, press releases, other marketing communications
- Based on research help with website features and enhancements
- Research local networking events and coordinate Executive Director's schedule to attend the events
- Organize and maintain marketing files and records
- Provide support for other areas of marketing as needed

#### **Required Skills/Experience/Qualities**

- Knowledge of marketing and communication theory and principles, either from previous professional experience or academic coursework
- Ability to apply marketing knowledge in practice
- Ideas for how to use new marketing tools and schemes to build an organization's profile and increase exposure
- Proficiency with MS Office
- Professional attitude and ability to represent Barakat through phone and email
- Ability to work independently and as a part of a team
- HTML familiarity

#### **Commitment**

- Semester long commitment
- Time commitment of at least 15 hours a week

**Please note: This internship is unpaid.**

**Internship Title:** Graphic Design Intern  
**Department:** Marketing and Communications  
**Semester:** Spring, Summer, Fall

**Position Description:** The Graphic Designer creates and updates physical and online materials for showcasing Barakat's identity and the organization's programs, projects, and events

**Principal Responsibilities**

- Design and update materials such as the brochure, newsletter, monthly updates, flyers, banners, posters, invitations, calendars, etc.
- Work with the Operations and IT Manager on the layout of the website when necessary

**Required Skills/Experience/Qualities**

- Advanced and in-depth knowledge of Adobe Photoshop, Illustrator, and InDesign
- Proficiency with MS Office
- Strong attention to details
- Ability to meet deadlines
- Ability to work on more than one project at a time
- Ability to accept and respond to feedback

**Desired Skills/Experience/Qualities**

- Familiarity with cultures of South/Central Asia
- Prior work experience in India, Pakistan or Afghanistan but not required

**Commitment**

- Time commitment of 15 hours a week
- Semester long commitment

**Please note: This internship is unpaid.**

**Must submit portfolio with both printed and web samples.**

**Internship Title:** Communications Writer Intern  
**Department:** Marketing and Communications  
**Semester:** Spring, Summer, Fall

**Position Description:** The Communications Writer assists and showcases Barakat by researching, writing, editing, and distributing communications strategies and materials.

**Principal Responsibilities**

- Research and write relevant content and articles for Barakat website
- Write and prepare articles and updates for Barakat's monthly newsletters
- Write updates for mass emails sent out via Constant Contact
- Write weekly blogposts for Barakat in discussion with interns and staff
- Help write donor communication and solicitations for fundraising purposes
- Write content for posters, flyers, brochures, pamphlets, informational materials and for materials which will be distributed to the general public
- Communicate regularly with the Marketing Intern to be aware of current marketing and communications priorities
- Prepare and send mass emails and mass mailings

**Required Skills/Experience/Qualities**

- Strong research, writing, editing skills
- Experience writing for publications on variety of topics including human interest stories
- Deep knowledge of communication theory and principles, either from professional experience or academic coursework
- Ability to apply communication knowledge/strategies in practice
- Ability to use written word to spread awareness about organization's mission, expand the audience and donor base and increase exposure
- Proficiency with MS Office
- Professional attitude and ability to represent Barakat through phone and email
- Ability to work independently and as a part of a team
- HTML familiarity

**Desired Skills/Experience/Qualities**

- Experience writing about education and human rights issues in developing countries (South and Central Asia preferred but not required)
- Course work in Journalism/English/Communications
- Published work
- Previous work with NGOs

**Commitment**

- Semester long commitment
- Time commitment of at least 20 hours a week

**Please note this internship is unpaid.  
Must submit 2-3 published writing samples.**

**Internship Title: Intern and Volunteer Coordinator**  
**Department: Human Resources**

**Semester:** Spring, Summer, Fall

**Position Description:** The Intern and Volunteer Coordinator is the heart of the intern program at Barakat. This position ensures Barakat's intern program is successful both for Barakat and the interns that work with Barakat. The Intern Coordinator also ensures that Barakat is well known in the collegiate and community setting.

**Principal Responsibilities**

- Advertise, recruit, interview, orient and train new interns and volunteers
- Delegate tasks, projects and responsibilities to 8-12 interns each semester
- Represent Barakat and make connections at career fairs and other relevant events
- Organize weekly and monthly intern events and outings
- Conduct intern exit interviews and evaluations
- Represent Barakat by outreach to local colleges and high schools

**Qualifications:** Required Skills/Experience/Qualities

- Available in the Boston area (no relocation expenses paid)
- Prior experience in a leadership or supervisory position
- Ability to help interns formulate work-plans and guide their progress
- Proficiency with MS Office, including Word, Powerpoint and Excel
- Professional attitude and ability to represent Barakat well in person and written communication
- Exceptional organizational skills
- Ability to delegate responsibilities and ensure their follow up to completion
- Ability to maintain good communication with all members of the Barakat team
- Ability to work as a team player as well as independently

**Desired Skills/Experience/Qualities**

- Experience in Human Resources high desirable but coursework in HR acceptable
- Experience working with university students
- Experience leading a team of staff or volunteers/interns
- Thoughtful leadership and mentoring experience

**Commitment**

- 20 hours/week
- Semester long commitment

**Internship Title:** Event Planning Intern

**Department:** Development

**Semester:** Summer, Fall

**Position Description:** The Event Planner works with Barakat leadership staff to ensure proper planning and execution of Barakat's Walk for Literacy, its largest annual fundraising

event, and other events. The Events Intern helps organize logistics, organization and outreach and assists in securing corporate and in-kind sponsorship, individual walkers, and participation from area elementary, middle and high schools, as well as universities/colleges.

### **Key Responsibilities**

- Work with the leadership staff to develop a detailed plan for the Walk, including timeline for securing permits, donations, sponsorships, marketing and outreach goals
- Research and complete filings for city and state venue permissions
- Research and reserve equipment for event
- Develop and maintain walker registration list in Salesforce
- Help recruit walkers from all walks of life, including students
- Research/solicit businesses for donations through phone calls, letters and in-person meetings in working with the leadership staff
- Develop and update event materials as needed
- Be flexible and open-minded to other tasks

### **Desired Skills and Experience**

- Event-planning experience for nonprofits/corporations
- Creativity in developing outreach efforts
- Outgoing personality, comfortable meeting new people
- Flexible, good natured and ability to multi-task

### **Time Commitment**

- Semester long commitment
- Time commitment of at least 20 hours per week

**Please note: This internship is unpaid.**