CNFA Communications and Recruitment Internship

Summer Term: June 2\textsuperscript{nd} – August 29\textsuperscript{th}, 2014. Application Deadline: May 9\textsuperscript{th}, 2014. Internships are full-time (40hrs/wk) with a $1500/month stipend & 3 paid vacation days.

Under the supervision of the Director of Communications and Marketing and the Recruitment Specialist, the COM Intern provides assistance in writing, editing, and general communications tasks as well as assist in recruitment efforts for programs and program development.

**Shared internship responsibilities:**

- Contribute to research, writing, editing, creation of graphic elements and recruiting efforts for proposal development
- Rotate receptionist duty and provide administrative support to staff as needed
- Support the Executive Projects Officer in keeping the office running smoothly with a variety of office management responsibilities and event planning for CNFA headquarters

**COM Specific responsibilities:**

- Collecting and editing news and success stories from the field for use in a variety of purposes and for a variety of audiences
- Interviewing returned volunteers from the field and writing press releases for distribution and follow up with relevant local media
- Providing both technical and editorial website support, updating content, publishing news stories and managing CNFA’s social networking sites
- Maintaining and creating social networking campaigns
- Assist in the recruitment of agribusiness experts and local staff for proposals as well as ongoing program needs
- Formatting of personnel documents to comply with proposal guidelines
- Other tasks as needed

**Additional qualifications for this position:**

- **Strong writing and editing skills, newsroom experience a plus**
- **Excellent computer skills, including knowledge of social media**
- **Experience in Adobe Creative Suite a plus as well as WYSIWYG web tools**
- **Strong sense of professionalism and good people skills**

The candidate should be a college junior, senior, recent graduate or graduate student; have a minimum GPA of 3.0; and demonstrate an interest in international development. Prior office experience is required, travel experience and knowledge of another language is preferred.

International applicants are eligible only under a proper visa entitling them to receive pay for their work in the US (typically a J-1 or F-1 Optional Practical Training (OPT). CNFA does not sponsor work visas and a tourist visa will not suffice. International applicants attending a US university should ascertain their eligibility through their dean, academic advisor, or registrar's office.
office. International applicants not attending a US university are strongly encouraged to speak with the US Consulate in their country to ascertain their eligibility before going to the trouble of applying. In their cover letter they should also mention any visa arrangements they have made or plan to make.

**How to Apply:**

All internship applicants should submit an online candidate profile and upload a cover letter, resume and brief writing sample (no more than three pages) through the electronic application form accessible through the jobs section of our website; [http://www.cnfa.org](http://www.cnfa.org). An ability to start earlier than the indicated start date could be looked upon favorably and should be indicated in the cover letter. Please list your name, the type of internship, and internship term (spring, summer, or fall) on the footer of each page submitted. Note that the filenames of your documents for upload must contain no spaces in order for our system to accept them. Please upload the resume first among the other documents.

**One letter of recommendation** should be submitted directly from your reference to CNFA by email (preferred method) with the letter attached in Word or PDF format), mail, or fax to the contact below. Send to: Executive Projects Officer; CNFA; 1828 L St NW Ste 710; Washington, DC 20036. Tel. +1.202.296.3920 ; Fax. +1.202.296.3948; Email: estephenson@cnfa.org.

Your application will be considered incomplete and will not be considered without the submission of all four documents: cover letter, resume, writing sample and letter of recommendation.

*If you experience technical difficulties uploading your documents, you may alternately email them to estephenson@cnfa.org citing in the body of the email the specific technical difficulty you encountered and any corresponding error messages.*