



BUILD CHANGE

International Headquarters
535 16th Street, Suite 605
Denver, CO 80202 USA

Build Disaster-Resistant Buildings
Change Construction Practice Permanently

WORK FOR AN AWARD-WINNING NON-PROFIT SOCIAL ENTERPRISE

Position Title: Social Media & Communications Intern
Industry: Non-profit/International Development
Function: Digital Communications & Social Media
Employer: Build Change
Location: Denver
Start Date: Immediate
Terms: 8-10 week minimum commitment; no compensation

ORGANIZATION DESCRIPTION

Founded in 2004, Build Change is a non-profit social enterprise whose mission is to save lives in earthquakes and hurricanes. Build Change designs disaster-resistant houses and schools, trains homeowners, builders, engineers and government officials to build them, works with governments to develop and implement building standards, partners with the private sector to improve building materials quality and create jobs, and facilitates access to incentive-based capital for reconstruction and retrofitting by partnering with financing institutions and government subsidy programs. Build Change started its work in Aceh, Indonesia after the 2004 earthquake and tsunami and has since expanded to include programs in China, Haiti, Colombia, Guatemala, Nepal, and the Philippines. Build Change has trained more than 23,000 people on earthquake-resistant design and construction techniques, created more than 12,000 jobs and provided technical assistance for more than 48,000 safer buildings, impacting an estimated 245,00 people. Please visit www.buildchange.org for more information on our programs.

POSITION DESCRIPTION

For the position of Social Media & Communications Intern, Build Change is seeking a motivated individual who is passionate about international development and communications for social change. The ideal candidate will have strong verbal and written communication skills, an attention to detail, ability to adapt to changing priorities, experience managing social media accounts, an understanding of crowdfunding, and a professional but friendly demeanor.

We foresee the person in this position will achieve the following Learning Objectives:

- Learn about the work of international humanitarian and development organizations through detailed research
- Further your understanding of how an international organization communicates both internally and externally
- Practical experience drafting social media, web, and print content
- Further technical skills in video editing, graphic design, and web design
- Gain experience working in a collaborative learning environment that allows you to focus on your areas of interest and skills
- Develop an understanding of the ethical implications visual media and language can have in development work



This position reports to the Marketing and Development Associate, with frequent interaction with Build Change headquarters staff.

Responsibilities:

Responsibilities will vary based on start date and current needs of Build Change. Likely responsibilities include:

- Research and draft content for e-newsletters, social media posts, and the Build Change website
- Support an extensive end-of-year fundraising and communications plan
- Organize video and photo content on Google Drive, and identify needs for further collection
- Support in updating print collateral, website content, and online profiles
- Contribute to development of annual communications plan
- Research local outreach events and opportunities
- Support in planning and development of a crowdfunding campaign

Qualifications:

- Undergraduate, recent graduate, or graduate student studying one of the following:
 - Public Relations
 - Marketing
 - International Communications
 - International Nonprofit Management/Development, with experience in Marketing or Communications
 - Similar related fields
- Able to commit to a minimum of 10 hours/week at the Build Change HQ in Denver, CO for a minimum of 8-10 weeks
- An understanding of Build Change's mission and the context of international development work
- Proficiency in Microsoft Office suite
- Experience with Google Docs, Twitter, Facebook, and Instagram
 - Experience with Wordpress, Adobe Suite, and HTML a major plus
 - Experience with photographic and video editing a plus
- Professional demeanor in person and in writing
- Strong attention to detail
- Knowledge of French, Spanish, Bahasa Indonesia, Nepali, or Tagalog a major plus
- Experience living or working in an emerging nation a plus

To Apply:

Please answer these questions in no more than 250 words and submit your resume to Kyla Gallagher at kyla@buildchange.org.

1. Why do you want to intern at Build Change?
2. What makes you a good candidate for this internship at Build Change?
3. How will this internship support your long-term career goals?
4. Describe a personal achievement, not from your academic work, outlining what was involved in achieving it, any lessons learned from the experience, and why it was important to you.