



Germanic-American Institute Communications and Development Internship

The Communications and Development Intern will be given significant opportunities to learn about and contribute to the GAI's communications and fundraising strategies.

**Please note: the majority of this internship will be conducted remotely, as the staff at the GAI continue to work primarily from home due to concerns regarding the COVID-19 virus. Any in-person work will be socially-distanced, with required mask-wearing, and is limited to only those tasks that cannot be completed at home.*

Responsibilities may include:

Communications:

- Support the development and implementation of social media strategies to help increase the visibility of the GAI, including promotion of cultural events and language programs
- Contribute to production of communications materials, including the newsletter, social media content, and press releases
- Conduct related research projects as needed

Development:

- Draft and review fundraising letters and campaign materials
- Assist with coordination of fundraising campaigns
- Research funding sources and opportunities

Preferred Qualifications:

- Interest in non-profit development, communications, and social media
- Excellent analytical, writing, and communication skills
- Proficient in Microsoft Office applications, G Suite, social media platforms, and Internet research
- Ability to manage time and work effectively without close supervision
- Interest in Germany, Austria, Switzerland and/or German language recommended

Internship Details:

- Approximately 8-15 hours per week
- Specific dates of internship are negotiable
- Compensation: this is an unpaid internship. Intern will gain significant experience with an international non-profit organization.
- We are happy to work with your college or university administration to have the internship credited as part of your studies.

To apply for the internship, please email your resume and cover letter to Krista Ostrom, Development Manager, at kostrom@gai-mn.org. Please apply by **Friday January 29, 2021** for our winter/spring internship program.