



THE MARSHALL LEGACY INSTITUTE

Removing Landmines, Promoting Stability

Development and Communications Intern – Winter 2018/19

DESCRIPTION

The Marshall Legacy Institute (MLI) is a non-profit organization located in Arlington, VA. MLI's mission is to help war-torn countries recover from conflict by promoting hope, growth, and stability. Mines and explosives pose a constant threat to stability and safety to people in many war-torn countries, and so MLI has focused our efforts over the past 20 years on mine action and social impact programs to address the myriad needs faced by communities affected by conflict. Within our Mine Action Programs, we have emphasized our Mine Detection Dog Partnership Program (MDDPP), which seeks to improve the quantity and quality of Mine Detection Dogs (MDDs) worldwide; the Children Against Mines Program (CHAMPS), which fosters global citizenship and engages American youth & foreign students in the landmine issue; and the Survivors' Assistance Program, which provides medical assistance & vocational training to mine survivors, especially women and children. MLI's Social Impact Programs began as a way to assist communities in post-conflict countries live a more fulfilling life. They help to rebuild peace, promote leadership among youth, and put a strong emphasis on the empowerment of women and the improvement of their role in society.

MLI has a long and successful track record of implementing our programs in over 13 mine-contaminated countries since our founding in 1997. Please visit our website for more details about our work around the world: www.marshall-legacy.org.

MLI is seeking a Development and Communications Intern who can work closely with our Development department for 20 hours per week between 10am - 5pm, M-F, from mid-November through March or beyond. We are a small nonprofit and are looking for an enthusiastic and motivated individual to assist our development department in grant research & writing, social media development, event planning, and more.

Job Description: This internship is an excellent opportunity for students and recent graduates who are interested in international non-profits, marketing, communications, and/or fundraising to learn:

- *Communications and development experience
- *Event-management experience
- *Hands-on participation in a small but efficient and busy fundraising department
- *Unique insight into organizational structure and current events and issues related to an international humanitarian nonprofit organization
- *Exposure to a wide range of staff positions and opportunities within a non-profit setting

Key responsibilities/projects:

- *Conduct foundation grant research
- *Assist with development of new internet site for MLI
- *Assist with donor communications
- *Assist with grant writing, proposal preparations, newsletter development, press releases, donor reports, and other writing assignments



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- *Assist with program management as needed
- *Provide other general assistance when needed

Qualities we are looking for in an applicant:

- *Excellent grammar and writing
- *Reliability and positive attitude
- *Ability to prioritize and manage simultaneous tasks
- *Interest in the nonprofit sector
- *Interest in international humanitarian work
- *Experience with Microsoft office programs preferred (especially Word, Excel, and Publisher)
- *Experience with social media and/or website management, particularly in WordPress

HOW TO APPLY

Please send your resume, cover letter, and one writing sample to info@marshall-legacy.org. The internship start/end times are flexible, so please indicate your availability to start. Applications will be reviewed on a rolling basis.

BENEFITS

Small stipend may be available to cover commuting costs.