

NaTakallam University Partnerships Intern - Summer 2019

Part Time	10-15 hours/week
Location:	Remote
Reporting to:	University Partnerships Officer
Start date:	ASAP



Description:

The main purpose of this internship is to assist the Director of University Partnerships and the University Partnerships Officer with research, outreach, and day to day tasks. The ideal applicant will possess strong written and oral communication skills, as well as outreach experience. Knowledge of higher education systems and a background in sales/marketing is a plus, but not required.

Core responsibilities:

The intern's tasks may vary, but their core duties would include:

- Working with the University Partnerships team to implement university outreach
- Assisting in drafting outreach emails/materials
- Researching and identifying potential university partners
- Researching potential grant funding to support university department growth
- Tracking all work through shared online documentation
- Other tasks as needed

Required Skills/Experience:

- Excellent English writing skills
- Excellent research skills to research topics pertaining to universities and grant/scholarship opportunities
- Globally curious/oriented mindset
- Basic computer skills and knowledge of Gmail, Google Sheets, Drive, etc.
- Self-motivated and ability to work independently in a fast paced and non-traditionally structured environment

- Organized, highly attentive to detail
- Commitment to the mission of NaTakallam

Desired Skills:

- Currently enrolled university student, or Bachelor's degree
- Ease/experience working abroad and remotely
- Proficiency in a second language
- Research experience/customer service a plus
- Interest in the area of social entrepreneurship

Please respond by filling out this [UP Internship Application Form](#).

If you have any questions, please contact madison.sindorf@natakallam.com

Applications will be accepted on a rolling basis.