



Nonprofit Program Assistant Intern

We are Malteser International Americas, the regional affiliate of the humanitarian relief agency of the Order of Malta in the western hemisphere. With over 100 projects annually in some 25 countries worldwide, we provide emergency relief after disasters and support recovery efforts, bridging the gap between humanitarian aid and sustainable development. For nearly 60 years, we have been standing by those affected by poverty, disease, conflict and disaster, helping them lead a healthy life with dignity.

Position: Nonprofit Program Assistant Intern

Description: The Nonprofit Program Assistant Intern will support staff to develop internal and external communications and fundraising activities. Additionally, the intern will assist the Executive Director where necessary. Duties will be approximately 30% project oriented and 70% clerical. Clerical duties include working with organizational database, mailings to members, and general assistance. **Please note that this internship is unpaid.**

Location: Midtown Manhattan, NY

Qualifications:

- Advanced undergraduate or graduate student working towards a degree in a related field
- Demonstrated familiarity and interest in humanitarian and faith-based organizations
- Excellent written and verbal communication skills
- Proficiency in English is required; additional language proficiencies are a plus, particularly Spanish, French, and Haitian Creole
- Proficiency using Microsoft Office software (including Outlook and Sharepoint)
- Knowledge of graphic design software, such as InDesign and Adobe Illustrator
- Experience with Search Engine Optimization (SEO), integrated marketing, and working knowledge of big data is desired
- Grant-writing experience is a plus

Responsibilities:

- Assisting in the development of content for our website and social media
- Maintaining contact databases, including members and donors, updated
- Supporting the creative process of materials and publications (print and electronic)
- Conducting research related to grants and prospective donors
- Drafting letters to MIA's institutional partners and high-level government representatives
- Assist with logistics planning for events and travel
- Drafting and revising financial, logistics and office templates in MS Word, Excel and PDF
- Provide general administrative and office support, including organizing meetings, maintaining the calendar of events, and taking minutes

Intern's Profile: This is an excellent opportunity for someone thinking about a career in the nonprofit sector or for someone interested in special event planning and/or public relations and marketing. The Nonprofit Program Assistant Intern position allows the intern to network with area nonprofit personnel and learn about local nonprofit career opportunities.

Applications are reviewed on a rolling basis. Only shortlisted candidates will be contacted. No phone inquiries please.

Application: Email the application form, resume and letter of motivation to contact@malteser-international.org



Application for Internship

If you are interested in joining us as a Nonprofit Program Assistant Intern please complete the form below and we will gladly review your application.

Serving in our humanitarian aid and development projects requires special skills and experience, which this opportunity presents. Please fill out all information so we can register your interest in joining Malteser International Americas. **Please note that this internship is unpaid.**

Please note that submitting this form DOES NOT guarantee a position.

Last Name: _____ First Name: _____

Email: _____ Phone Number: _____

Nationality: _____ Current Location: _____

Date of Birth: ___/___/_____

Please select the session(s) you will be available for:

Summer (June-August)

Fall (September-December)

Spring (January-May)

Level of Education: _____

Field Skills: Media Skills: Fundraising Skills: Other(s): (Please explain)

Foreign Language Details: _____

Tell us about yourself (life, work, volunteer experience, field of expertise, or anything you would like us to know.)
Max. 600 characters

How did you hear about us?

Please send documents that you consider would advance your application as attachments to the application, such as your resume, certificates, trainings, etc., to contact@malteser-international.org