



An internship with Humanity in Action

Exclusive to BSIS students?

Exclusive (Only BSIS students contacted)

Starting and ending date

October 2022 – March, 2022 (flexible) (five months, 15 hours per week)

Position

Senior Fellow Giving Intern, Philanthropic Engagement

Due to the pandemic, the HIA team is currently 100% remote but the offices you would work with are “located” in Berlin and New York. This individual should have working hours compatible with Europe and/or East Coast US. Must be legally allowed to work in either Germany or in the United States.

Application deadline

October 4th, 2022

Is it remunerated?

No

Are there other forms of compensation?

Monthly stipend

Are there any perks such as travel?

No

About Humanity in Action

Together with over [2,500 Fellows and Senior Fellows](#), who are committed to social justice all around the globe, we are an international non-profit, non-partisan and non-governmental organization. Our objective is to facilitate and promote a dialogue to understand and respond to the challenges that democratic societies face as they become increasingly diverse.

We offer our interns participation in a global network of leading activists, academics, professionals, and artists passionate about shaping pluralism and human rights. Interns are part of our diverse work environment and learn valuable cross-cultural communication skills, as they engage with colleagues and program alumni around Europe and the United States.

Interns have a high degree of responsibility in a variety of operational tasks, and gain valuable insights into the strategic work and decision-making of an international non-profit organization. We intend for our interns to experience a healthy balance between independence and supervision. Our team values open community and two-way feedback, and we operate on a policy of empathy, honesty, and trust.

Position description

This individual will work on a variety of projects including internal and external communications as well as community and alumni engagement under the supervision of the Director of Philanthropic Engagement. They will support the Director of Philanthropic Engagement with the Senior Fellows Giving Campaign, taking place in the fall of 2022. The duties of the Intern include, but are not limited to, working with Mailchimp, Google Docs, and other tools to support communications and network outreach.

Skills and qualifications

- English fluency, both written and spoken, as all communications are conducted in English;
- Excellent writing skills and ability to transform plain text into visually appealing and easy-to-comprehend material for website and social media channels;
- Solid Google Docs skills. Ideally, the individual also has experience with Google Sheets and Google Drive, or a willingness to learn;
- Extreme attention to detail, ability to multitask, and excellent time management skills;
- Flexibility and ability to adapt to changing projects or workflows;
- Willingness to take ownership and initiative over assigned tasks and processes;
- Genuine desire to support a small international non-profit;
- Experience with basic data management, Canva, Wordpress, and various social media platforms would be ideal, but are not a prerequisite;
- An interest in learning about annual giving campaigns for non-profit organizations.

Who you can address your letter to

Humanity in Action Team

Humanity in Action is committed to providing equal opportunity in employment on the basis of individual merit and personal qualifications to employees and applicants for employment. Equal employment opportunity is provided to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy, childbirth, and related medical conditions), marital or familial status, national origin, age, physical or mental disability, sexual orientation, gender expression or gender identity, citizenship status, covered military or veteran status, genetic information, status as a domestic violence victim, prior arrest or conviction, reproductive health decision making and/or any other classification protected by federal, state, or local laws. This Equal

Employment Opportunity Policy is an integral part of our generally applicable personnel practices and procedures and applies to all terms and conditions of employment, including, but not limited to, hiring, promotion, compensation, benefits, termination, leaves of absence, training, the development and advancement of employees, and all other terms and conditions of employment. Any employee of Humanity in Action who violates this policy may be subject to disciplinary action, up to and including termination.