

# Communications and Fundraising intern

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## BACKGROUND:

Gender at Work (G@W) is an international feminist network of individuals and organizations, located at the intersection of theory and practice, which works to end all forms of discrimination and advance cultures of equality, particularly gender equality. We mobilize top-notch thinkers, analysts, practitioners and activists to build cutting-edge knowledge and change interventions and unleash individual and collective capacities for gender justice that are unique, grounded and politically conscious. We work to build a field of thinking and practice by taking these innovations to an ever-widening community of individuals, organizations, movements and teaching institutions committed to building cultures of equality.

G@W is looking for a communications and fundraising intern to support the development of various knowledge products, its ongoing research and outreach efforts.

## Responsibilities

- Responsibilities will include research, communications, and administrative support.
- Assist with development of communication material ( donor reports, blogs on the website, social media posts, articles for other online print media, collaterals)
- Assist in the development of digital communications and fundraising tools;
- Support with researching and updating donor information and intelligence in databases;
- Undertake research for possible new partnerships
- Performs a range of research tasks, including collecting statistics and other information from Gender at Work partner organizations
- Undertakes ad-hoc research studies as directed
- Tracking and updating database on available funding/consulting opportunities;
- Under the supervision and guidance of the Communications Specialist, assist with the creation of engaging outreach materials and content for the new Gender at Work website;
- Additional tasks to complete on request