



## Communications Intern

### The Organization You Want to Work For

Development Gateway (DG) is an international nonprofit organization that creates innovative information management and data visualization technology, implements data-focused programs, and conducts research and evaluation to further sustainable development: [developmentgateway.org](http://developmentgateway.org)

Our core focus areas are Resource Governance (open contracting and procurement, aid management, and extractives); Effective Service Delivery (agriculture, health, data management systems, monitoring/evaluation/learning); and Data Strategy & Policy (including results data, data standards, and open data advocacy).

We are a creative and dynamic group of people based around the globe. We value hard work, innovative thinking, a commitment to teamwork, and a good sense of humor. This position may be based anywhere the applicant is legally able to live and work. However, candidates must be able to overlap at least 4 working hours with Washington, DC. If located outside of the United States, candidates will be considered for a consultant position. The position is for the fall semester, ideally starting in August or September, with the possibility of extending into spring semester.

### The Elevator Pitch

The Communications Intern will join the Engagement & Partnerships team to support in expanding the visibility of DG's work in the international development space and at subnational and national levels in our target countries. You will help craft DG's messaging, build on our social media presence, lead event outreach, and support internal relationships within the organization.

### The Work You Get to Do

- Support a dynamic stream of knowledge sharing and communications through copy editing and feedback on our blogs, two-pagers, and other written outputs (while maintaining DG's tone and the writer's voice)
- Keep DG's branding and image fresh through updating and maintaining the content on DG's website
- Manage social media messaging in support of our broader communications goals
- Help get DG's message into key events by scanning for events, drafting event communications, and working with the team to develop event pitches
- Generate resources to enable DG's work and mission by supporting grant writing through research and editing

- Keep DG on the same page internally and foster learning by coordinating the internal newsletter and support program teams with external newsletters
- Be the branding gatekeeper: help the Engagement & Partnerships team ensure consistent colors, fonts, and logos across a variety of outward facing products. Help the broader DG team develop attractive documents and presentations.

## The Education and Experience You Have and We Need

- Currently enrolled student in a relevant undergraduate or graduate program (e.g. international relations, political science, economics, etc.)
- Native level proficiency in written English. Candidates must be able to demonstrate content development and editing skills
  - Fluency in French, Spanish, Kiswahili, or another language a significant advantage
- Experience with professional social media accounts
- Experience editing the work of others
- Experience with graphic design, video/audio editing a plus

Gourmet chefs welcome, but more importantly:

- You have an eye for details, the real nitty gritty details, you notice it all.
- You are able to simultaneously prioritize quality and completion of tasks.
- You get excited about finding the best way to phrase an idea or communicate a point. You know that ten words are often better than fifty. You like bringing an idea to life for a reader. You can turn jargon into clarity.
- You can maintain good communication with our geographically dispersed team.
- You can work effectively both autonomously and as a great teammate, influencing others' attitudes and behaviors through example.

To apply, please send a CV and cover letter to [lfincham@developmentgateway.org](mailto:lfincham@developmentgateway.org). Please mention "Communications Intern - Engagement & Partnerships" in the subject line. Only candidates selected for an interview will be contacted.

For those located within the US, the projected salary for this position is between \$15–20 per hour, and hours will be a maximum of 20 per week.

For those outside the US, a highly competitive pay range is dependent upon the location of the successful applicant and will be a consultant contract. Please inquire further about the anticipated range in your region.

We are an equal opportunity employer and value diversity and lived experience. We strongly encourage applications from people whose identities are underrepresented in the sectors where DG works. DG does not discriminate on the basis of race, ethnicity, religion, color, national origin, gender identity, sexual orientation, age, marital status, veteran status, or disability status.