



**AMAR International Charitable Foundation
in the United States of America (AMAR U.S.)**
1601 R Street NW | 2nd Floor | Washington | DC 20009
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Advertisement for Fundraising and Communications Assistant (Voluntary Spring Internship, Part-time or Full-Time)

Start Date: mid-January to mid-May 2019

Location: 1601 R Street NW, 2nd Floor, Washington DC 20009

To Apply: Please e-mail a cover letter and CV to opportunities@amarfoundation.org, with the subject line 'Spring 2019 Fundraising Assistant Application'. Applications will be reviewed on a rolling basis, and all complete applications will be acknowledged. Applications not submitted directly to the opportunities@amarfoundation.org email account will be considered incomplete and disqualified.

AMAR U.S. offers full-time and part-time voluntary Fundraising and Communications Assistant positions, lasting 3-4 months, to exceptional candidates with a keen interest in acquiring communications and fundraising experience in a non-profit organization focused on development in the Middle East.

Fundraising and Communications Assistants raise awareness of AMAR's work creating long-term sustainable solutions for populations in conflict zones and high-stress areas in the Middle East and elsewhere through curated digital content. They will work to expand AMAR U.S.'s digital presence across the US and globally and will place a high value on the curation and organization of digital media, digital fundraising, and the creation and promotion of fundraising campaigns.

Fundraising and Communications Assistants will also receive a gratifying understanding of non-profit work by occasionally supporting programmatic aspects of the work of AMAR U.S. Please see overleaf for key responsibilities of the position and skills required.

About AMAR U.S.

AMAR U.S. was founded in 2010 as the American affiliate of the AMAR International Charitable Foundation, a British charity providing health and educational services in the Middle East and South Asia since 1991. Today AMAR is the premier charity rebuilding lives in Iraq, specializing in [health care services](#), [education](#), [human rights](#), [women's empowerment](#) and [vocational training and livelihoods](#), and [emergency relief](#). Our programs reach over 600,000 people in the most disadvantaged areas of Iraq. AMAR U.S. currently has major ongoing projects to provide psychosocial support to women and girl victims of ISIS; to create new economic opportunities for youth, including IDPs and IDP host communities, through skills training workshops; and to ensure IDP families have safe access to water, food, and hygiene products. AMAR is continually developing new programs to relieve poverty and suffering in some of the world's most troubled regions.

For more information on the AMAR internship experience, you can also read '[That Hopey Changey Thing](#)', a summary of Zoe Dobkin's Summer 2013 internship with AMAR published in Georgetown University's 'Feminists-at-large' blog.

Website: <http://www.amarfoundation.org/en-us>

Facebook: [facebook.com/amarus](https://www.facebook.com/amarus)

Twitter: [@AMAR_ICF_USA](https://twitter.com/AMAR_ICF_USA)

Instagram: [@amaricfusa](https://www.instagram.com/amaricfusa)

The position is voluntary. Volunteers receive a SmarTrip Card for travel to and from work for the duration of their internship.



Fundraising and Communications Assistants will support the work of the AMAR team and assist with the ongoing establishment of the AMAR U.S. digital presence both locally and nationally.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES:

- Assist with the development and planning of AMAR U.S. fundraising events;
- Assist with daily maintenance and management of eCRM database;
- Manage and maintain Google Ad Grant;
- Create social media and digital content for AMAR U.S. awareness and fundraising campaigns;
- Assist with the maintenance of the AMAR U.S. website and social media platforms;
- Maintain and develop knowledge of Middle Eastern development issues;
- Prepare presentations of AMAR projects and ‘the AMAR model’ in a variety of formats – PowerPoint, briefing reports, etc.;
- Attend meetings and events relevant to AMAR areas of interest, taking notes and drafting official minutes where appropriate;
- Arrange travel, meetings, and appointments; and
- General administrative and other ad hoc tasks.

KEY QUALITIES AND REQUIRED SKILLS:

- Some event planning experience, particularly fundraising events;
- Interest in digital media creation, fundraising, philanthropy work, and communications;
- Proficiency with the Microsoft Office suite, specifically Microsoft Word, PowerPoint, and Outlook;
- Excellent interpersonal and communicative skills;
- Ability to work independently, with good planning skills, time management, attention to detail, and an ability to prioritize; and
- Commitment to core human rights values, tolerance, and diversity.

PREFERRED SKILLS:

- Strong writing skills, with the ability to produce high-quality work to deadlines and to balance multiple commitments in an organized and efficient way;
- Some experience in graphic design and digital media creation, particularly the Adobe Creative Suite or comparative design software;
- Some familiarity with eCRM software, such as Salesforce;
- Experience copyediting, with specific attention to detail;