



Development Intern

Project Medishare for Haiti is a nonprofit organization that empowers Haitians to provide and receive access to quality healthcare. We share our knowledge and resources with local partners to improve health infrastructure and grow the skills of medical professionals. We work with communities, government institutions, local organizations and global medical professionals to enhance the quality of life of Haitian families by strengthening local healthcare capacity.

Project Medishare seeks a Development Intern to support its fundraising and communications team. This is a part-time, unpaid internship based in Miami.

Primary Responsibilities

- Donor Services – Import gift data and volunteer registrations into donor database. Help manage online donation and volunteer registration processes. Create and mail gift acknowledgments. Write thank you notes.
- Fundraising and Communications – Assist in developing fundraising campaigns. Help create and curate content for social media, blog posts and email communications.

Qualifications

- Passionate about international development, global health and/or Haiti
- Proficient in MS Office; knowledge of Adobe applications and CRM software a plus
- Excellent organizational and communication (written and verbal) skills
- Ability to excel in a team-oriented environment, and manage multiple projects simultaneously
- Self-driven, solutions oriented and require minimal direction
- Strong work ethic with a high level of personal and professional integrity and trustworthiness

To apply, please submit a cover letter and resume to info@projectmedishare.org by February 28, 2018. No phone calls please.