



POSITION DESCRIPTION

Position: Communications and Events Intern

Reports to: Communications Officer and/or Development Officer, dependent on time of year

Organization description:

Founded in 1984, Agros International is a non-profit organization that breaks the cycle of poverty for farming families in rural Latin America through economic and social development. Inspired by the teachings of Jesus, Agros creates paths from poverty to prosperity by advancing opportunities for land ownership, market-led agriculture, financial empowerment, and health and well-being. Over the past 35 years Agros has partnered with 43 rural communities in El Salvador, Guatemala, Honduras, Mexico, and Nicaragua, impacting the lives of over 10,000 people.

Position description:

The Events and Communications Intern plays a critical role in the hands-on execution of Agros' events and communications—both areas having as a primary goal the generation of new, continued, and increased philanthropic support of the organization. The Events and Communications Intern is an exciting position for someone eager to learn new skills in fundraising and communications. They must be flexible and reliable and have a strong professional interest in at least one of the following: event planning, visual or written communications, and/or international development. During the fall internship, the Events and Communications intern will spend a significant amount of their work time assisting the event manager with preparation, day-of logistics, and post-event stewardship for the Tierras de Vida fundraising gala on Oct. 11.

Event duties:

- Contact Tierras de Vida attendees as needed
- Assist with volunteer coordination
- Help prepare post-gala materials for Community Partners, Table Captains, and other participants
- Interview attendees about their experience at the gala
- Assist in the creation of a physical and digital archive for the gala
- Preference for candidates who would be willing to also serve as a volunteer on the evening of the Tierras de Vida gala (Oct. 11) and the afternoon of Oct. 12

Communications duties:

- Translate and transcribe interviews conducted in Spanish
- Archive social media activity and maintain social media reports
- Update and organization Agros' photo archive
- Update Agros' website as directed
- Proofread outgoing communications
- Opportunities may arise to write and/or design content for social media, eblasts, website, and print communications

Qualifications and experience:

- Punctual and reliable
- Flexible and eager to learn

- Comfortable working with computers and other technology
- Strong customer service skills
- Strong written and verbal communications skills.
- Experience or interest in copy writing/editing/proofreading
- Experience or interest in graphic design
- Experience or interest in social media
- Proficiency/fluency in Spanish is required
- Experience in and understanding of Latin America is a plus
- Desire to contribute to the development team and assist with a variety of projects
- Comfortable working in a Christian context as described in [Agros' faith statement](#)
- Undergraduate students or those with similar experience are encouraged to apply

Schedule:

Intern and manager will work together to create a regular schedule of 10 – 15 hours per week between 11am and 6pm, Monday through Friday.

Compensation:

This is an unpaid internship. The internship will be a meaningful learning experience. Interns will receive hands-on professional experience and mentorship.

Start date: September 9 (preferred)

End date: December 6

How to apply:

Send your resume and cover letter to sierrag@agros.org with “Development and Communications Intern” in the subject line. Applications without a cover letter will not be considered. Priority deadline August 30. Applications are reviewed as they are received, and the position will remain open until filled. No phone calls please.