



**Title:** Social Media, Research and Program Support intern

**Organization:** The Seattle International Foundation

**Address:** Suite 300, 909 NE Boat Street, Seattle, WA 98105

The intern will serve as the Foundation's Social Media Strategy intern—promoting our work through various online platforms.

SIF's regional focus is Central America and SIF's investment areas are:

- Women's and youth leadership development and capacity building;
- Micro-finance;
- Public policy and advocacy;
- Human rights.

Please see SIF's website for details regarding our mission and past grantees ([www.seaif.org](http://www.seaif.org)).

A stipend may be available for this position, depending on experience.

### **Primary Responsibilities**

- Assist the Program Officer in updating and improving the Foundation's website through Adobe Contribute
- Carry out and improve upon SIF's social media and communication strategy, including measuring its impact and connecting with grantees and partners through our communication plan
- Assist the Program Officer in maintaining a Central America blog to serve as an online network for organizations to communicate, find relevant resources, and news in the region
- Follow news related to Central America, international development and poverty alleviation, and philanthropy and share relevant articles with SIF's network
- Be familiar with the landscape of online platforms and networks related to Central America, global development, international philanthropy and the areas of interest of the Foundation and consider this landscape in the development of the Foundation's social media strategy and online presence
- Find innovative solutions to SIF's communications and social media needs
- Understand and be able to apply the concept of usability to SIF's web pages

### **Secondary Responsibilities**

- Assist Executive Director and Program Officer in processing grant applications, conducting research regarding potential grantees and assisting in the evaluation process of past grantees
- Assist with US-based initiatives, including the Global Program, to support the international work of Washington State non-profits
- Assist with Central American-based initiatives including researching organizations with a mission relevant to SIF's strategy
- Assist the Program Officer in tracking reports and follow-up from past and current grantees through a database housed in Access
- Other duties as deemed necessary by the Executive Director and Program Officer

### **Skills Required of SIF interns include the following:**

- Able to work independently
- Knowledge of Latin America, particularly Central America a plus

- Proficiency in Spanish (particularly in regards to research and writing skills)
- Strong communications skills, especially producing professional reports and concisely summarizing research assignments
- Excellent research skills
- Experience in international development- direct experience in SIF's investment areas a plus
- Experience with grant making and the nature of foundation work a plus
- Enthusiastic and shows initiative in advancing the mission of the Foundation
- Facility with computer programs, including Microsoft Office programs, Adobe Contribute, Adobe Photoshop, Illustrator, or Indesign, Adobe Acrobat Pro, database experience preferred
- Facility with social media tools such as Facebook, Wordpress, Twitter, Flickr, Vimeo, YouTube, Google Reader, etc.
- Knowledge of and ability to navigate related blogs and online information sources