

INTERN - Reach for change

POSITION: Communication and administration intern

LOCATION: Reach for Change Croatia, Zagreb, Croatia

DURATION: Full Time, January 2019 - December 2019

APPLICATION DEADLINE: Ongoing

REACH FOR CHANGE is a global non-profit organization founded by the Kinnevik Group and Sara Damber to improve the lives for children. We find and develop social entrepreneurs with innovations addressing the issues children are faced with. Launched in Sweden in 2010, we are now supporting more than 250 social entrepreneurs across 17 countries. Reach for Change Croatia has been active since 2015 and has, since then, supported 12 smart, brave and passionate social entrepreneurs.

Main Purpose of the Role

To work hand in hand with Country Manager – providing support in admin and communication related tasks.

Key Responsibilities:

- Coordinate and help manage the line database of applicant entries; compiling reports and analysing data.
- Support coordination and creation of online campaign messaging with instruction from Country Manager on social media.
- Read and review applications to provide initial screening support check and update the database as instructed by Country Manager.
- Cooperate with Country Manager in creating digital persona and communication on social networks in order to build digital community of Reach for Change in Croatia.

We are looking to hire a talented intern to join our team based on the following requirements:

- ✓ Great proficiency in English, excellent written and verbal communication skills and attention to detail.
- ✓ An entrepreneurial, problem solving go-getter spirit.
- ✓ Results oriented with strong planning and organizational skills
- ✓ A strong dedication to children's rights issues and social entrepreneurship.
- ✓ A proactive approach, willingness to take initiative, as well as having many different projects to juggle at the same time.
- ✓ Ability to work under pressure and meet tight deadlines.
- ✓ Knowledge of html, internet publishing tools, photo editing and multimedia, with a good understanding of the internet as communication tool.
- ✓ Experience in managing Facebook and other social media sites.
- ✓ Connection to a University where the internship is part of your education plan. This is an unpaid position, however it's very important to us that you're receiving funds from a third party (CSN or other source of income).

Communication and administration intern

You are a student or graduate of political science; international relations; business administration; psychology; business development; management; development studies; global studies; journalism or similar, either at Bachelor's or Master's level. If you have an interest in the social field, working with diverse cultures and hold business acumen, this position is for you! Some of your most important tasks will include communication through social media, coordinating events, supporting Country manager in administration related tasks. Some of your key skills are the ability to think strategically and being able to handle parallel projects at the same time, research capabilities are appreciated. As a person you are thorough, have strong project management skills, an interest in communications and good proficiency writing in English.

Apply

Please send your application, including cover letter, CV, and details of your external financial support e.g. University funding, in English to apply@reachforchange.org. Mark the subject line with the position you're applying for. Applications are accepted until November 15th, with an ongoing recruitment process so make sure to apply as soon as possible.

For more information about Reach for Change, please consult our webpage www.reachforchange.org. For further questions you can contact us at the above mentioned email address.

Key words:

Entrepreneurial with business acumen

Ability to think strategically

Strong project management skills

Interest in communications with good proficiency writing in English

Someone who can show interest in the social field: development studies/business/psychology/international relations/global studies/journalism

Intern for Change

