

**Title:** Unpaid **Outreach & Fundraising Intern**, Fund for Education Abroad  
**Job location:** DC Office  
**Start date:** May 2017  
**Hours:** Between 15-25 hours per week, during regular business hours  
**Contact:** Michelle Foley, [fea@fundforeducationabroad.org](mailto:fea@fundforeducationabroad.org)

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**The Fund for Education Abroad (FEA)** aims to increase the number and diversity of students studying abroad through the provision of scholarships to US undergraduates. In particular, we serve underrepresented students (minorities, low-income, community college students, etc.). FEA is an independent organization that is not affiliated with any one provider or institution. US undergraduate students from across the country, planning to study abroad on the program of their choice, are eligible to apply.

### **Description of the Internship**

The FEA Outreach & Fundraising Intern position was created in response to FEA's increasing growth. The intern will assist the Program Coordinator to communicate with key study abroad/international education contacts at universities and colleges across the country to ensure that all advisors and eligible students know of FEA scholarships for the 2018-2019 cycle. The intern will also serve as a point of contact for students/advisors/recommenders who have questions about the scholarship application process.

Major benefits for the intern include gaining important knowledge of nonprofit administration, access to training in marketing and communications, and a network of committed International Education professionals. Because FEA is small-staffed organization, interns will get hands on experience in a variety of areas and will have the opportunity for meaningful involvement in shaping the direction of the organization.

FEA believes strongly in the principle of providing interns with structured responsibilities, clear direction, and useful evaluation. FEA expects this position to provide the intern with relevant skills and training as well as important feedback.

### **Responsibilities**

#### Contact Research & Outreach

- Coordinating the digital and physical mailing of scholarship flyers to universities, colleges, and study abroad providers
  - Communicating with applicants/advisors/commentators and answering questions about the application requirements & process via phone and email
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**Skills:**

- Strong organizational and research skills
- Excellent communications skills and good writing skills
- Confident, professional manner in dealing with clients and colleagues
- Unflinching attention to detail
- Facility with Microsoft office
- Passion for International Education
- Ability to work with minimal supervision

**Bonus Skills:**

- Knowledge of other countries or languages
- Travel and cultural background
- Interest in nonprofit management, marketing, and customer service
- Ability to work on several projects at one time, to work under pressure, and to meet deadlines
- Commitment to increasing access for underrepresented students
- Adaptability and flexibility--and a sense of humor!

**To Apply:**

Please send resume and a paragraph indicating why you are interested in the position, why you are a good fit, and your availability to [mfoley@fundforeducationabroad.org](mailto:mfoley@fundforeducationabroad.org) (please include "FEA Internship" in the Subject Line).

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