



Rural Education Institute of Mexico, Inc.
El Instituto de Educación en el Campo Mexicano, A.C.

Intern - Manager of Communications and Development

Title: Intern – Manager of Communications and Development

Location: San Miguel de Allende, Mexico

Hours: Full Time – 35-40 hours per week

Duration: 10 months

Compensation: Monthly stipend of 5000 pesos, cell phone, and transportation between program sites

Cost of living in San Miguel: 5000-9000 pesos per month depending on lifestyle

Vacation: 2 weeks in December-January; 2 weeks in March-April (Semana Santa); Mexican holidays according to school schedule

Start Date: August 18, 2014 (flexible)

End Date: May 30, 2015 (flexible)

Overview:

The Rural Education Institute of Mexico is a non-profit organization with the mission of promoting education in rural communities in Mexico. We provide educational programs, scholarships, and learning tools such as libraries and computers. Our goal is to reduce the alarming dropout rate among rural Mexican children, to build life skills, and to foster a love of learning.

To carry out our programs we are now recruiting a Manager of Communications and Development for a ten-month internship beginning in August 2014. The Manager of Communications and Development will be responsible for overseeing all fundraising, grant writing, and communications for the agency.

Responsibilities:

- Grant proposals with Executive Director
- Development and fundraising, including: annual appeal letters, annual giving campaign, donor recognition, donor outreach, maintain donor database
- Grant reporting
- Maintenance of the website/social media presence
- Design of quarterly newsletters
- Creation of reports regarding monitoring and evaluation of programming
- Creation of annual report
- Coordination with other NGOs in San Miguel
- Assistance of volunteer management for fundraising and events

Qualifications Required:

- University or College degree in International Development, Latin American Studies, Education or related field
- Previous non-profit experience, ideally in development and/or communications
- Functionally bilingual – comfortable communicating in both Spanish and English
- Cross-cultural experience – previous abroad experience
- Highly organized and self-motivated
- Capable of taking initiative and multi-tasking
- 1-3 years previous experience in fundraising and/or communications
- Ability to work independently and in a group
- Creative, flexible, and able to receive suggestions and feedback

Application Process:

- Please send the following by email to ruraleducationinstitutemexico@gmail.com:
 - Resume
 - Cover letter
 - College transcript (unofficial is fine)
 - One letter of recommendation from a past employer/supervisor
 - Two other references (name, position, and contact information)
- Entitle the email with the subject “Manager of Communications and Development Application”
- Priority deadline is March 28, 2014

Please email Lexi Stickel, Director of Operations, with any questions about the internship or agency at ruraleducationinstitutemexico@gmail.com.

For more information about the Rural Education Institute, please visit our website at www.ruraledinst.weebly.com (soon to be moved to: www.ruraledinst.org).