

# Partnerships Intern

**Are you interested in supporting the teams who save lives and build futures? Then join us!**

You will be joining the multi-disciplinary team of **Friends-International** (FI) comprised of over 600 professionals committed to creating innovative social services for youth, children and families worldwide.

## **What will you do?**

As a Partnerships Volunteer, you will support the Partnerships team to find, secure and develop funding partnerships that enable Friends-International to provide services to the most marginalized people in South East Asia.

## **Why volunteer with Friends-International?**

If you're looking to learn about and build your experience in partnerships and fundraising, and see development projects first-hand, this role is perfect for you. Partnerships are vital to fuel NGO work, and this position will provide invaluable experience for your future career in NGOs.

## **As a PARTNERSHIPS INTERN you will:**

- Learn all about FI's programs, projects and the people we help
- Conduct in-depth research to both identify prospective funding partners with specific interest in FI's work, and to strengthen our proposals with latest evidence
- Support with development of influencer marketing strategy, including supporting social media / digital toolkits
- Support with writing and proofreading concept notes, proposals and reports for donors.
- Support with database and archiving improvements to improve accuracy and efficiency
- Provide support on ad hoc projects, administration and other partnership activities, as required

## **About you:**

- You are a dynamic team player who enjoys research and writing
- You have degree level education; ideally in a relevant field
- You are interested in a career in international development and eager to learn from, and work with, a team of partnerships and communications professionals
- You have an understanding of fund development initiatives and some experience in raising funds / awareness for a not-for-profit cause
- You have experience working with databases and email marketing tools

- You have good working knowledge of Microsoft Word, Excel and web-based applications
- You have strong writing skills and the ability to tailor writing styles to different audiences
- You have familiarity with social media platforms and experience creating social content preferred, though not required.
- You have strong communications skills and excellent attention to detail
- You are flexible and have a high-degree of patience, and are willing to work with people from a range of cultures
- You are fluent in written and spoken English

You will be based in our Headquarters in Phnom Penh.

This position is provided with a stipend, and we expect you to commit to us for 3 months.

#### **About us:**

Friends-International is a social enterprise that works with marginalized urban children and youth, their families and communities, to help them become independent and productive citizens of their country.

We drive an innovative network of government and non-government organizations working together to solve the problems children and youth face worldwide. The objective is to significantly improve the quality and impact of services to marginalized urban children and youth and related groups through an effective network of internationally recognized organizations. We have developed a holistic social integration cycle that is based on individual and community needs to achieve best practice methods directly or in collaboration with partners.

#### **Join us by:**

Submitting your cover letter with a CV to [hr@friends-international.org](mailto:hr@friends-international.org) with the caption subject: Partnerships Intern.

Friends-International is an equal opportunity employer and the successful candidate will be selected based on merit.

The successful applicant will be expected to comply with Friends-International's Child Protection Policy. This position is **open until filled**.