



Summer 2023 Internship (Paid)

Are you passionate about the environment, international relations, or international education? Do you just want to build skills in nonprofits, communications, and fundraising? This 20–24 hour/week internship has flexibility as to days and hours and is a great opportunity for students or recent graduates with an interest in any of the above. The intern will collaborate closely with the development, communications, and university relations teams. Preference for Boston-area candidates who have easy access to the Newton Center, MA office, but we will consider fully remote candidates.

Organizational Background

The Friends of the Arava Institute (FAI) is the US arm of the [Arava Institute for Environmental Studies](#), a leading environmental research and academic institute in the Middle East. Located in Israel's Arava Valley, the Arava Institute houses academic programs, research centers and regional cooperation programs focusing on a range of environmental challenges. The Arava Institute is dedicated to the concept that nature knows no borders. With a student body composed of Jordanians, Palestinians, Israelis, and students from around the world, the Arava Institute offers an exceptional opportunity to learn from leading scientists, form friendships, and develop skills to help solve today's most pressing environmental concerns. FAI's goal is to ensure the Institute's continued success and growth through US student recruitment, effective fundraising, and educational campaigns.

Core Responsibilities

- Update alumni database with current contact information, primarily using Google, social media, and other search engines
- Alumni outreach to update current biographical information
- Conduct donor research using iWave, Google, and social media
- Assist in editing documents for the Development office
- Other duties in support of the alumni relations, development, and communications teams

Skills

- Excellent communication skills
- Experience or interest in data entry
- Creative and diligent problem-solving skills

- Excellent social media, writing, and editing skills
- Very organized with attention to detail
- Proficient with Microsoft Office Suite and able to learn new technology quickly
- Able to work independently

Compensation is \$18 per hour.

To apply, please send cover letter and resume to info@friendsofarava.org with the subject line "Intern Application - [Your full name]"