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| Position Advertised: | Communications Intern |
| Department/Division: | Right To Play-USA |
| Work location: | New York, NY |
| Salary/Compensation: | None; can be for course credit |
| Reports to: | Development and Communications Officer |
| Start Date: | Open, immediate |
| End Date: | Open, minimum three months |
| Hours: | Minimum of 20 hours per week |

About Right To Play

Right To Play is an international organization that uses sport and play programs to improve health, develop life skills, and foster peace for children and communities in some of the most disadvantaged areas of the world. Right To Play trains local community leaders to deliver our programs in more than 20 countries affected by war, poverty, and disease in Africa, Asia, Latin America and the Middle East. Right To Play programs target the most marginalized including girls, disabled children, children affected by HIV and AIDS, street children, former child combatants and refugees. Right To Play is headquartered in Toronto, Canada and has national offices in Canada, China, The Netherlands, Norway, Switzerland, the United Kingdom and the United States. The national offices raise funds, build awareness for Right To Play programs and advocate for sport for development.

FUNCTIONS

Right To Play-USA seeks an intern to help support internal and external communications strategies to raise funds and awareness for Right To Play. Responsibilities include:

- Preparing content for and managing the:
 - Right To Play-USA website
 - Right To Play-USA e-newsletter
 - Right To Play-USA Facebook and Twitter accounts
- Supporting other internal and external communications efforts regarding:
 - High net worth individual, corporate, and grassroots fundraising initiatives
 - Sport partnerships

SKILLS REQUIRED

- Strong writing/editing skills (writing sample requested)
- Excellent research and communication skills
- Proficiency with Microsoft Office programs
- Familiarity with the following are preferred but not required:
 - Microsoft CRM (or other database management program)
 - Microsoft SharePoint
 - Adobe Photoshop
 - "Raisin" online fundraising tool

SKILLS ACQUIRED

- Learn about sport for development and an international non-profit organization in an entrepreneurial atmosphere
- Gain experience in the donor prospecting, cultivation, and stewardship process
- Acquire research, writing, project management and event-planning skills
- Portions of internship can be customized to meet a student's individual needs and study requirements

The above description denotes some specific characteristics necessary to perform the principal functions of the job and is not intended to be a description of all requirements that may be inherent in the position.

Right To Play-USA
Communications Intern

Application instructions:

Send resume and cover letter to the attention of:

Kathy Holding, Communications & Administration Officer

Fax 646.649.8281 kholding@righttoplayusa.org

Right To Play | 49 West 27th Street, Suite 930 | New York, NY 10001

Right To Play - Human Resources Philosophy

Right To Play is an international humanitarian organization that uses the power of sport and play to improve the lives of children in the most disadvantaged areas of the world. We believe that all children have the right to play.

Right To Play's human resources philosophy reflects the spirit that drives the organization. The philosophy influences the kind of people who are interested in working for us, the kind of people we recruit and how we treat our people.

Right To Play's culture is entrepreneurial, where employees are encouraged and empowered to perform in the context of rapid international growth, and to aim for the highest quality and adopt global best practices in delivering our programs.

Our employees are global citizens who are passionate about improving the world we live in through value-based grassroots activities. We work on the ground with and through people in the communities we serve to improve the lives of their children. By having a constant presence in these communities and helping them develop the resources and skills they need to help themselves, we aim for sustainable, long-term development.

To translate our vision into action, our philosophy for delivering our programs is "LOOK AFTER YOURSELF, LOOK AFTER ONE ANOTHER". Our employees are the backbone of this delivery, and the philosophy supports them by defining the desired outcomes of our human resources philosophy. This means that we pay competitive salaries, provide comprehensive benefits, encourage employee social events, provide development opportunities and a great work environment.

We measure the success of this philosophy by indicators such as employee satisfaction surveys and staff turnover rate, as well as the overall success of Right To Play.