



Programs + Operations Internship

You'll help to ensure everything – from our blog, to our supporter relationships, to our grassroots partnerships – is running as it should. You'll be at the center of WEA's work, doing research, engaging our community, providing day-to-day office support and keeping the team spirit thriving with your can-do attitude!

Who We Are:

WEA equips women with the skills and tools they need to protect our earth and strengthen communities from the inside out. We work with local leaders who build up other leaders. Our partners are saving indigenous seeds, planting native trees, selling solar cookers, launching sustainable farms, providing safe water, building composting toilets, protecting land rights, and preserving traditional knowledge in some of the most threatened places on earth.

The Internship:

- ❖ You'll help to manage WEA's supporter relationships, including: ensuring our donor stewardship outreach is consistent and impactful, maintaining and improving our donor and foundation tracking systems and database, researching opportunities to expand WEA's foundation and business partnerships, and providing support leading up to and during key fundraising events.
- ❖ You'll learn WEA's "voice" and conduct research to keep our work fresh, and to craft compelling and creative narratives sharing timely and relevant information with our community about our partners, their projects, and the intersection of women's issues and the environment in the regions WEA works.
- ❖ You'll attend events hosted by WEA or key network and community members to: offer logistical support, introduce WEA's work to the public, share your passion and excitement for the work our partners do with the world.
- ❖ You'll support, maintain and improve day-to-day office and administrative functions for the WEA team, suggesting areas to increase efficiency and organization.

Skills You Will Gain:

Interns will learn about overall nonprofit management, from grant writing, budgeting, donor stewardship, to different aspects of program management – planning, execution, impact tracking, monitoring and evaluation.

Specific skills gained include:

- ❖ Proficiency in Google Suite and other remote working tools (Slack, Asana, etc.)
- ❖ Data management skills, including using Microsoft Excel and Google Sheets to understand data better
- ❖ Graphic design using Canva
- ❖ Video editing skills
- ❖ Virtual event management
- ❖ Interview and surveying skills
- ❖ Research, writing and presentation skills

Commitment:

This internship is expected to last at least 4 months – though we love it when awesome people want to stay and be awesome for longer, so let us know if you're available for a longer opportunity.

The Program + Operations Intern must be available at least 16 hours a week. All our internships are remote for the foreseeable future.

Compensation:

Interns receive a \$1,000 stipend for 4 months. This is a unique opportunity to be part of and grow with a small women-led organization with a large, global impact. We are also happy to work with interns hoping to receive academic credit for their time with us, though you do not have to be a student to apply.

To Apply:

To apply, please go to Join our Team on our website [<https://womensearthalliance.org/about-us/join-our-team/>] to submit your application. WEA welcomes interns from diverse gender, educational, socio-economic, racial and cultural backgrounds.