



Got graphic design skills? How about a gift for gab? Use your marketing skills to make an impact in rural Costa Rica!

Clara Vista is looking for a **Marketing and Communications Intern** to join the team this summer! Clara Vista is a growing nonprofit and we are dreaming BIG for 2017. Over the past couple years we have been working hand-in-hand with the rural community of Venado, Costa Rica to come up with a series of projects that will best address their needs. We will be kicking off these projects in January 2017!

As our intern, you will play a key role in growing our community of support so that we have the resources to successfully implement these projects, fulfill our commitments to Venado, and foster the strong partnership we have established with the community. You will lead the effort to make the Clara Vista name known around the world while ensuring our relationship with dedicated supporters is better than ever. You'll also work closely with our Executive Director and Coordinator to promote our fundraising campaigns and get people excited about Clara Vista's work! This is an excellent opportunity for anyone interested in improving their skills in graphic design, strategic communications, and marketing.

So what IS Clara Vista, exactly?

Clara Vista inspires leadership from within rural communities and empowers them with the tools they need to achieve their dreams. We're talkin' more than just basic needs here - we're talkin' dreams. It is up to the community to define what "quality of life" means to them, but our guess is that it means more than just running water and a roof over their head. Clara Vista works with community leaders to establish goals, identify root issues, prioritize needs, build relationships with local stakeholders, develop holistic solutions, and monitor community development. We are currently focused in the coastal village of Venado, Guanacaste, Costa Rica as a proof-of-concept of our framework and have high hopes of scaling up to nearby communities and even communities across the globe. We are a start-up organization so join us if you are self-motivated and have an entrepreneurial spirit!

Ok, Clara Vista sounds great! But what will I do as your Intern?

As with any Clara Vista member, you are expected to be proactive and forward thinking, be a master communicator, take responsibility for your commitments, and reflect and adapt your work according to our fast-changing and exciting organization. Clara Vista has members across the globe so you will typically work remotely, with the occasional coffee shop meeting with our Executive Director.





Internship Announcement: Marketing & Communications

As in any start-up, you'll be wearing a lot of hats. Your responsibilities may include:

1. Solidifying our image to ensure all of our communication materials are telling the same story.
2. Creating a strategic communication plan that outlines how Clara Vista will grow and foster a community of support.
3. Providing a confident and consistent presence through social media, our website, and newsletters.
4. Promoting fundraising campaigns and events.
5. Maintaining our donor database and recognizing donors.
6. Connecting us with potential partners or donors.

How will I advance my skills as an intern?

You will work side-by-side with our Coordinator with direction and guidance from our Executive Director. Additional training will be provided through online webinars and materials. Through this internship, you will:

- Gain professional marketing and media relations experience.
- Learn how to develop a communications strategy.
- Improve written and oral communication skills
- Improve time management skills.
- Strengthen your understanding of successful media outreach methods.
- Gain event promotion experiences.
- Build your professional network.

What skills do I need to have already?

As the Marketing & Communications Intern, you must:

- Have experience with communications, digital marketing, and social media.
- Have strong writing and analytical skills.
- Be comfortable with social media, website updates, and e-newsletters.
- Be comfortable working in an environment that can sometimes require flexibility and quick-turnaround on deliverables.
- Have a passion for nonprofit work and international development.
- Be a motivated self-starter with a positive attitude.
- Be comfortable working remotely.

It would be awesome if you also:

- Had graphic design skills (Adobe Illustrator, Photoshop, etc. preferred) and the ability to make creative infographics.
- Knew how to edit WordPress websites
- Were a Google Drive guru.
- Had previous experience with Asana.





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Hours & Compensation

The internship requires a commitment of 5-10 hours per week depending on our fundraising campaigns, contingent on consistent and satisfactory performance. Your hours are flexible and we are more than willing to work with you to develop a schedule that fits your lifestyle and commitments.

Ideally, the internship will start mid-June 2016 and run through January 2017, with the possibility of extension if you're a great fit for our team. If you have any constraints, please mention your preferred start date and end date in your cover letter.

This is a volunteer position, but holds amazing opportunities to gain hands-on non-profit experience, contribute to an exciting start-up, grow professionally and personally, and make an impact in the rural village of Venado, Costa Rica.

Apply!

If interested, please submit your resume with a cover letter describing how you can help Clara Vista achieve our goal of inspiring community-driven sustainable development to info@claravista.org by **May 20th, 2016**. For more information, visit www.ClaraVista.org. We look forward to hearing from you!

