



# PARTNERS *of the* AMERICAS

Connect • Serve • Change Lives

## Position Description: Communications and Membership Unit, *External Affairs & Corporate Sponsorship Intern*

Partners of the Americas seeks a self-motivated and knowledgeable intern to provide support to the Membership Unit in the area of external affairs and corporate sponsorship.

The Partners of the Americas network consists of Chapters, individuals, organizations, and higher education institutions that build lasting partnerships to serve and change lives in our local and hemispheric-wide communities. The network is growing rapidly and is continuously seeking to build strong relationships with the private sector. As an intern in this department, you will have the opportunity to seek new foundation and corporate funding partners that will ensure the growth and sustainability of our programs.



## Requirements

- Experience securing foundation funding and/or corporate funding and sponsorships
- Ability to navigate and find information on the web in an expedient manner
- Strong writing skills
- Strong interpersonal skills
- Detail oriented and highly organized
- High level of motivation and ability to work independently
- Attention to detail
- Must be a current undergraduate student, graduate student, or recent graduate
- Available at least 20 hours per week

## Key Deliverables

- Network and participate in meetings with key private sector leaders
- Become familiar with the vision and processes of the Partners network
- Identify and support cultivation of potential sponsors
- Produce written letters and applications to seek sponsorship from foundations and corporations
- Produce benefits packages for potential foundation and corporate sponsors
- Administrative and logistical support, as needed
- Develop self-directed learning goals to measure progress and achievement

**APPLY**



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Partners of the Americas is a certified 501(c)(3) non-profit, non-partisan, non-sectarian organization with international offices in Washington D.C.