



*Sharing surplus.
Saving lives.*

**Communications and Development Intern
Global Links, Pittsburgh, PA**

This internship is unpaid.

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Organizational Summary:

Global Links is a Pittsburgh-based medical aid organization that recovers surplus medical materials from U.S. hospitals for donation to hospitals serving the poor in developing countries.

www.globallinks.org

Job Summary:

Intern will work with Development Officer to assist the team in implementing strategies and tactics to promote Global Links to its external audiences. By the close of the time period, the intern will have a working understanding of the components of nonprofit development and public relations.

Duties and Responsibilities:

- Assist in the writing and distribution of various marketing and communications pieces including: quarterly newsletters, monthly e-newsletters, website updates, and the development of a PR/Media packets
- Research prospective donors, including corporate and foundation sources
- Contribute to the writing of various solicitation and stewardship materials
- Participate in the planning and execution of special events
- Research potential communications departments and media outlets within hospital networks, medical community, medical associations

Required Skills and Abilities:

- Excellent communication skills, both written and verbal
- Strong organizational skills; attention to detail
- Self starter who can also work well in a team environment
- Demonstrated passion for issues of health and/or environmental stewardship
- Proficiency in Word, Excel, Publisher, Adobe Acrobat and Photoshop
- Marketing, PR, Development experience, and/or Bilingual a plus

If interested, please submit resume, cover letter, and a short writing sample to Amy Janocha at ajanocha@globallinks.org, or by mail to Global Links (address given above and attn: Amy Janocha).