

## Basic Information Applies to All Intern Positions

**Language(s):** English

**Paid:** Yes

**Employer:** These positions are with the Helping Hand for Relief & Development (HHRD), USA NGO (Tax Exempt ID: 31- 1628040). HHRD is a global humanitarian relief and development organization responding to human sufferings in emergency and disaster situations around the world. In addition to our emergency relief efforts in natural or man-made disasters, we also work on long term relief and development programs like Orphan Sponsorship Program; Water For Life Education Support Programs, Child with Disability and others.

**Stipend:** As such the stipend will vary for Interns based on their location's minimum wages. Stipends should be considered far less important than the experience and guidance provided through the internship program.

### Requirements:

- A genuine commitment to Helping Hand USA's humanitarian principles and a general understanding of international current events;
- Students 18 years of age or older; U.S. citizens or permanent residents;
- Currently enrolled in High School or an accredited U.S. Undergraduate College or University or an accredited U.S. Graduate School;
- Students who have been accepted into a college or university may also apply
- Must be able to work a minimum of 25 hours per week Monday-Friday;
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Note:

Please scroll down for all available positons

# Accounting Intern

The internship position will report directly to the Chief Financial Officer.

**Locations:** Southfield Michigan only

**Intern's Responsibilities:**

- Compiling and analyzing financial information
- Daily accounting entries related to accounts receivable
- Bank account reconciliations
- Make entries to update specific oversea programs in the accounting system.
- Maintaining and updating sales tax exemption certificates for all states and other state registrations
- Perform any other special duty or task that the mentor may assign.

**Ideal candidate's Requirement:**

- Student must be majoring in Accounting;
- Must be able to use Excel fluently;
- Previous non-profit accounting experience is preferred.



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## Donor Care Interns

**Location:** Southfield MI only

**Interns Responsibility/Job Description:**

- Provide check/online donations copies to accounting department for donation processing; Prepares check deposits including batching bank deposits.
- Enter in any transfers and/or transactions, refunds as requested from donors.
- Provides donation reports to leadership and staff, as requested.
- Assists in recruiting, hiring, and training staff, evaluating staff performance, and recommend or initiate promotions, transfers, and/or disciplinary action. (This would likely make it an exempt position in combination with annual compensation consideration)
- Maintains record keeping of receipts, vouchers, donation records, and accounting data.
- Solid experience with donor or database management; Ability to plan, coordinate and implement donor management software at a high standard of efficiency.
- Experience data entry and supervising staff.
- Excellent analytical and reporting skills.
- Good communication and organizational skills.
- It is essential the candidate must be fluent in oral and written communication skills in English.
- Strong attention to details.
- Ability to work with and communicate well with a diverse audience.
- Self-motivated worker with the ability to lead a team and work independently.
- Ability to prioritize multiple tasks.

# Content Writer Intern

**Location: FL preferably**

**Intern's Responsibilities:**

- Research humanitarian relief-related topics (combining online sources, interviews and studies)
- Write clear marketing copy to promote our programs/projects
- Proofread and edit blog posts before publication
- Submit work to editors for input and approval
- Coordinate with marketing and design teams to illustrate articles
- Identify donors' needs and gaps in our content and recommend new topics
- Ensure all-around consistency (style, fonts, images and tone)
- Update website content as needed
- Consolidate international reports for each program
- Can draft press releases and national emails
- Attend all the meetings and workshops requested by the mentor
- Work on special projects as requested
- Develop relationships with media within the community, including radio stations, newspapers, online publications and other media venues;

**Requirements**

- Proven work experience as a Content Writer, Copywriter or similar role
- Portfolio of published work (if possible)
- Experience doing research using multiple sources
- Familiarity with web publications
- Excellent writing and editing skills in English
- Ability to meet deadlines
- BSc in Marketing, English, Journalism or related field
- Energetic and creative
- Excellent organizational skills and the ability to excel at details, multi-tasking, and work under pressure
- Experience in the use of software programs such as MS Word, PowerPoint, Excel and database programs

# Event Planning Intern

**Locations:** All Locations mentioned on SIP Webpage

**Intern's Responsibilities:**

- Assist with promotion, target marketing and community outreach for various events; general office support including mailings;
  - Prepare Excel spreadsheets and/or other database to analyze various efforts done;
  - Assist with creative development of fundraising appeals via mail, email and other media.
  - Attend all the meetings and workshops that mentor will ask;
  - Work on special projects as requested by mentor and/or executive council of HHRD;
  - Create and distribute flyers to market for various HHRD projects & programs and fundraising events;
  - Develop relationships with media within the community, including radio stations, newspapers, online publications and other media venues;
  - Update database/media lists;
  - Write at least one article in two months about some activities of HHRD;
  - Contacting local Islamic centers, corporations, public officials and other potential invitees (individuals, foundations, etc.) for a large fundraising dinner to be held before & during Ramadan.
  - Developing a database and enter all information in excel
  - Maintaining all records and data for fundraising events, including vendors, donations, etc.
  - Coordinating and soliciting sponsorships and advertisements for dinner journal;
  - Perform any other special duty or task that the mentor and/or executive council of HHRD may assign.
- The ideal candidate Requirement:
- Energetic and creative
  - Strong oral and written communication skills;
  - Ability to handle donor inquiries in a professional manner (good phone manners and inter-personal skills);
  - Excellent organizational skills and the ability to excel at details, multi-tasking, and work under pressure;
  - Graphic design skills preferred, but not required;
  - Experience in the use of software programs such as MS Word, PowerPoint, Excel and database programs....

# In Kind Program Intern

**Locations:** All Locations mentioned on SIP Webpage preferably Illinois Chicago

**Responsibilities:**

- Learns the operations aspects of the In Kind Program and how In Kind department supports the regional operation.
- Assists In Kind Director in locating new donor companies and businesses
- Assist in daily In Kind activities and tasks
- Assist with promotion, target marketing and community outreach for In Kind drives
- General office support including mailings;
- Prepare Excel spreadsheets and/or other database
- Assist with creative development of In Kind drive appeals via mail, email and other media.
- Attend all the meetings and workshops requested by the mentor;
- Work on special projects as requested
- Create and distribute flyers to market for various HHRD projects & programs and fundraising events;
- Write at least one article in two months about some activities of HHRD;
- Contacting local Islamic centers, corporations, public officials and other potential invitees (individuals, foundations, etc.) for In Kind drives to be held before & during Ramadan.
- Coordinating and soliciting sponsorships for In Kind drives;
- Perform any other special duty or task that the mentor may assign...



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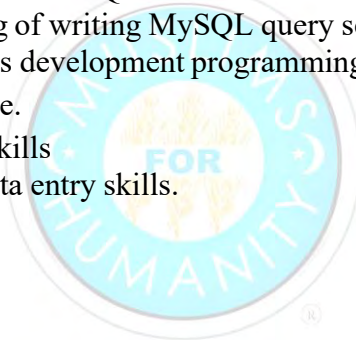
# Information Management Intern

**Locations:** MI and NJ

Assisting Information Manager in day to day network issues

## **Requirements and Responsibilities:**

- Understanding and experience of installing, maintaining Windows 2008 Servers.
- Understanding and experience of installation and maintenance of Linux, Red Hat, or any other UNIX family servers.
- Good understanding of writing Transact SQL query scripts to update and edit the database records.
- Creating tables in the MS SQL Server 2008 database.
- Good understanding of writing MySQL query scripts.
- Dynamic Web pages development programming skills either in .net, or php or .cfm or any interface.
- Internet searching skills
- Good typing and data entry skills.
- Web Page review



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# Human Resources Intern

**Location:** Southfield, MI only

Assume a primary role in working with the facility HR Manager in developing and implementing HR policies, procedures, programs and standards. Takes the lead on various projects to support the HR function and improve employee relations at the facility. Will gain a strong understanding of the day to day responsibilities of an HR Manager.

## **Responsibilities:**

- Learn the operations aspects of the facility and how HR supports the operation.
- Prepares and updates Job Descriptions of identified positions within the facility.
- Assists HR Manager in on-boarding new employees, conducting employee recognition events, developing new programs, and increasing employee communications within the facility.
- Following up with Interns for paper work
- Coordinating weekly meetings.
- Managing Employee files.
- Assists with on-boarding, training, any employee relations issues, adaptation to culture, social activities and coordination of departure arrangements.
- Assist in daily HR activities and tasks.
- Performs other related duties as assigned.
- A genuine commitment to Helping Hand USA's humanitarian principles and a general
- Understanding of international current events;
- The ideal candidate will be energetic and creative;
- Strong oral and written communication skills;
- Attention to detail.
- Problem analysis and problem resolution.
- Excellent interpersonal and communication skills.
- High performance teams and a strong team player.
- Computer proficiency.
- Good attitude and willingness to learn new and different ways of work.
- Excellent organizational skills and the ability to excel at details, multi-tasking, and work under pressure;
- Experience in the use of software programs such as MS Word, PowerPoint and Excel.



## HHRD Programs Intern

**Location** Houston, Texas

**Responsibilities / Job Description:**

- Coordinate with overseas country offices of HHRD to get reports, updates, success stories, photos, videos, and etc. of all the different programs & projects of HHRD;
- Interact with donors to report back to them
- Help in the production of marketing materials for the various Programs of HHRD
- Taking minutes of meetings of the various Programs
- Other tasks assigned by the management



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# Graphic Design Intern

**Locations:** All Locations mentioned on SIP Webpage preferably Illinois Chicago

**Responsibilities:/Job Description:**

- Design Helping Hand USA materials, i.e. brochures, flyers, posters, and advertisements
- Design materials specific to certain Helping Hand USA's campaigns in a timely fashion, i.e. Orphan Sponsor Program, Emergency Relief projects
- Other projects assigned by staff
- Create presentations for projects to be presented during Helping Hand USA events.



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# Marketing and Public Relations Intern:

**Locations:** All Locations mentioned on SIP Webpage

**Responsibilities:**

- Assist with promotion, target marketing and community outreach for various events; general office support including mailings;
- Prepare Excel spreadsheets and/or other database to analyze various efforts done;
- Assist with creative development of fundraising appeals via mail, email and other media. Attend all the meetings and workshops requested by the mentor;
- Work on special projects as requested;
- Create and distribute flyers to market for various HHRD projects & programs and fundraising events;
- Develop relationships with media within the community, including radio stations, newspapers, online publications and other media venues;
- Update database/media lists;
- Write at least one article in two months about some activities of HHRD;
- Contacting local Islamic centers, corporations, public officials and other potential invitees (individuals, foundations, etc.) for a large fundraising dinner to be held before & during Ramadan.
- Developing a database and enter all information
- Maintaining all records and data for fundraising events, including vendors, donations, etc. Coordinating and soliciting sponsorships and advertisements for dinner journal;
- Perform any other special duty or task that the mentor and/or executive council of HHRD may assign...

The ideal candidate will be:

- Energetic and creative
- Strong oral and written communication skills;
- Ability to handle donor inquiries in a professional manner (good phone manners and inter-personal skills);
- Excellent organizational skills and the ability to excel at details, multi-tasking, and work under pressure;
- Database experience is preferred, but not required;
- Graphic design skills preferred, but not required;
- Experience in the use of software programs such as MS Word, PowerPoint, Excel and database .

# Orphan Sponsor Program

**Locations:** Southfield, MI only

**Responsibilities:**

- Data entry for orphan related data in Helping Hand Information System Database (HHDIS)
- Contacting Emailing Donors of OSP Matching Gift Program
- Follow-up Emails to donors for renewal reminders
- Filling documentations for all OSP related matters
- Assisting in Orphan Sponsor Program related work
- Other tasks assigned by the management



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# Social Media Intern

**Locations:** Dallas, TX preferably

**Responsibilities/Job Description:**

1) Social Media Community Management

- Assist with streamlining HHRD social media accounts (e.g. Facebook, Twitter, YouTube, and other social media platforms), ensuring uniform content and tone of voice for landing pages, graphics, and other elements within the communities.
- Increase the number of followers we have on Twitter by following and engaging with potential supporters, donors etc...
- Monitoring and replying to Tweets from donors or supporter (initially under supervision)
- Posting Tweets on a daily basis; and using tools like Hootsuite to plan forward-looking Tweets over weekends and holidays.
- Posting updates to the HHRD Facebook account.
- Build Facebook 'likes' using other social media channels and email marketing campaigns.

2) Coordinating and Distributing Content

- Scheduling and coordinating a monthly brainstorming meeting with the marketing social media team to establish content ideas for the month ahead, and to plan for a monthly social media, editorial, marketing and blogging calendar.
- Maintain a monthly social media and blogging calendar, and ensure that everyone is meeting their deadlines.
- Drive awareness of our new blog posts by posting the articles into forums and groups
- Using tools such as Web flow, Technorati and Twit groups, identify and monitor key industry bloggers, trade journalists and twitter influencers. Flagging and aggregating interesting content to re-tweet and post on the HHRD blog. Use tools such as we follow and Technorati to also identify influencers.
- Help to create one piece of video content per month and post on You Tube.
- Repurpose content from other sources for our own social media channels (and understand how to change the tone of the content for each channel).

3) Understanding and monitoring social media analytics

- Track key social media analytics on a monthly basis, including Google Analytics, Facebook statistics, twitter stats, etc.
- Track and report website statistics using Google Analytics. Look at how well specific content performs and look at the flow of traffic through to our Web site. Look at how well blog posts perform based on their 'share rating' and the total number of viewers and time spent on page. Look at the best performing web site pages and try to generate new content that does the same or better.
- Use tools like Klout, Tweriod and TwitBro to measure our Twitter influence, and monitor what kind of content gets retweeted to help with future content.
- Use Google Reader to follow the blogs and content of our competitors.

- Use HHRD's Hootsuite account to create lists of followers and to schedule tweets so that they are continuously pushed out.
- Work with the team to build monthly reporting tools on social media analytics and performance against our 'baseline targets.'

#### 4) Email Marketing and SEO

- Work with each team to create and send one email broadcast per month around content ideas and key jobs.
- Research free online directories to generate inbound links for SEO.
- Using Google, search on key words and look at our competitors' brands for forums and directories that we can sign up to generate in-bound links for our company.

#### **Key Skills Required for the Role:**

A genuine commitment to Helping Hand USA's humanitarian principles and a general understanding of international current events; Students 18 years of age or older; U.S. citizens or permanent residents; Currently enrolled in High School or an accredited U.S. Undergraduate College or University or an accredited U.S. Graduate School; Students who have been accepted into a college or university may also apply.

Proven written communication skills, and a passion for writing both short- and long-copy. Excellent verbal communications skills.

An interest in marketing, communications, social media or reputation management; Familiarity with key social media tools (e.g. Twitter and Facebook) and with Microsoft Office products (e.g. Word, PowerPoint, Excel);

An ability to consistently demonstrate our values of insight, hard work, and effectiveness in your personal approach to work; Excellent attention to detail and a high motivation to learn; A proactive, service-focused attitude towards donors, supporters, and the teams you support internally;

An ability to remain calm under pressure and a robust/resilient attitude towards challenges; An ability to prioritize work and complete tasks with quick turnaround times and minimal fuss; and The ability to work collaboratively with a team.

## Social Justice Administrative Assistant

**Location:** Vienna, VA, DC only

**Requirement/ Job Description:**

- Learns and effectively performs general office duties and completes projects with deadlines in an efficient manner
- Utilizes skills in word processing, data entry, database management, filing, meeting planning, and record-keeping to accomplish specific project tasks
- Responsible for performing data input on constituents in the organizations donor database
- Demonstrates an understanding of programs, services, events, information and other resources available
- Accurately and effectively represents the organizations mission
- Adheres to all privacy and confidentiality requirements
- Escalates complex issues to the appropriate knowledgeable resource
- Supports and collaborates with team members to achieve goals and outcomes related to the mission of the organization
- Performs other duties as assigned by supervisor
- Maintains a positive and professional work environment



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