

INTERNSHIP OFFER

CAREER STREAM



Spring Intern

Job Description

- **Event Coordination Support:** Assist in the planning, logistics, and execution of social and environmental projects and events. Provide on-site support as needed.
- **Grant Application & Research Support:** Conduct targeted research to identify potential funding opportunities, foundations, and grants. Assist in gathering data and preparing materials for funding proposals.
- **Marketing Assistance:** Support the promotion of the organization and its partner NGOs. This includes creating content for social media, assisting with email newsletters, and supporting various marketing strategies.
- **Administrative Support:** Perform general administrative tasks to facilitate smooth operations, including data entry, scheduling, and taking detailed notes during client and team meetings.
- **Design Support:** Assist in creating basic design materials (e.g., social media graphics, presentation slides, event posters) to support marketing and project needs

Requirements

- **Understanding of AI Software:**
 - Familiarity with basic artificial intelligence (AI) tools
 - Experience with large language models (LLMs) such as ChatGPT or Gemini (especially Nanobanana)
 - And AI agents is a significant advantage
- **Software Proficiency:**
 - Proficiency in Google Workspace tools, particularly Google Docs and Google Sheets.
- **Fluency in Communication:**
 - Strong verbal and written communication skills are essential for effective collaboration and documentation

Working location

- **Work location:** WeaveGood Collaboration Limited