



Development and Communications Intern (part-time)

Location: Denmark, Netherlands or remote location

Remuneration: Please note that Concrete Jungle Foundation is a small non-profit organisation and therefore this position is currently unpaid. However, our organisation is currently undergoing significant growth, so a successful candidate may have the opportunity to be offered a paid position following the internship period.

Start date and length: Negotiable, but preferably from early November for a minimum of 4 months. Earlier or later start dates are possible as well.

Core Responsibilities

Please note that these are indicative and may change depending on the organisation's needs.

Development:

- Assisting in the development and implementation of fundraising strategies including B2B and B2C merchandise sales, crowdfunding campaigns and our monthly giving programme Concrete Jungle Family
- Assisting in the development, organising and continuous updating of a new donor & customer database (CRM platform)
- Donor and B2B partner engagement, acknowledgement and stewardship
- Research into and logging new potential donors, customers, partners and leads
- Securing new donors, customers and project partners
- Updating e-shop and assisting in processing orders

Communications:

- Monitoring activity at our project locations and researching other social skateboarding projects around the world for use in external communications
- Assisting in the development of print and online content including blog articles, social media posts, newsletters and reports
- Assisting in other creative communications projects including merchandise marketing, photo and video editing as well as website management
- Assisting in the management and implementation of our communications calendar

Who we're looking for

Requirements:

- Passionate about skateboarding as a tool for positive personal and communal development

- Self-motivated and strong attention to detail
- Able to multitask and respect deadlines
- Able to commit 16 hours/week during regular office hours (Mon-Fri, 9am-5pm) for a minimum of four months
- Native-level English skills (both written and spoken)
- Good interpersonal communication skills
- Proficient in Excel and Word and willingness to learn new platforms (esp. Notion.io and Gdrive)

Desired but not necessary:

- Copenhagen or The Netherlands-based for a minimum of four months
- Good local knowledge of Copenhagen/The Netherlands and social network in the region
- Graduate or student in Business, Communications, Media, Development or another related field
- Experience and/or contacts in the skateboarding industry, non-profit sector, business development, (social) entrepreneurship, design, and/or communications
- Experience with online marketing tools such as Mailchimp, Hootsuite, CRM platforms, Google Analytics tools or similar
- Driver's licence

If you are interested in applying for this position, please send CV, cover letter, and a writing sample in PDF format to contact@concretejunglefoundation.org with the subject line DEV/COMS INTERN. Students are welcome to apply and seek university credits through the position.

The deadline to apply for this position is October 31st, 2020. However, we encourage all those interested to apply early as we may will fill the position once a suitable candidate has been found.