



SUMMER 2009 INTERNSHIP

Overview:

Flagstaff International Relief Effort (FIRE) is a non-profit, non-religious, non-political grassroots organization based in Flagstaff, AZ. Our efforts are currently focused on Mongolia, although we plan to expand our reach. Since 1999 F.I.R.E. has completed six distribution trips, shipped nine 40-foot containers of clothing, provided a dozen schools with a total of 80 computers and 6,000 English books, and delivered \$610,000 worth of medical supplies to almost 50 clinics and hospitals. FIRE seeks a motivated intern for summer 2009 who shares FIRE's values and has a professional interest in such fields as the non-profit sector, public service, management, marketing, international development, academia, communications, and the like.

Possible Duties:

- Help develop community outreach projects and promote FIRE's cause
- Website design and maintenance; update literature
- Research, review, and contribute to proposals and grant applications
- Complete administrative work, including letter preparation and data entry
- Create new fundraising initiatives and establish strategic relationships with donors
- Develop and maintain database of donors and other contact lists
- Other responsibilities specified by student's advisor/department (if for academic credit)

Skills/Qualifications:

- Enrolled in a NAU academic program
- Knowledge of FIRE's mission and of Mongolian history/culture
- Proficiency in Microsoft based software (Word and Excel) and design software
- Strong attention to detail and strong organizational skills
- Be willing to maintain ties with FIRE once internship is complete

Specs

- This is an *unpaid* internship
- 10 hours/week is expected, but flexible and dependent on any academic requirements
- Dates of service are flexible and dependent on any academic requirements

To apply: Email résumé and short cover letter to Meredith Potts, Executive Director, at fire@fireprojects.org. Applicants will be contacted if deemed an appropriate fit for FIRE.