



Job Title: Research and Writing Intern

Company: Konexio- www.konexio.eu

Internship Duration: Jan-May 2021 OR Feb-June 2021

Location: Remote or Paris-based

Hours: Full-time (35 hrs/ WK), able to attend team meetings in global time zones

Stipend: €500/ month

To apply, send your **cover letter** and **CV** to jobs@konexio.eu with the subject line "Funding and Partnerships Development Intern Application- Spring". You may include a short writing example.

Company Description- Who we are:

Founded in 2016, Konexio is a France-based NGO with international projects that creates a streamlined path to employment for refugees and unemployed youth through digital upskilling.

Role Description- What's the job:

We are seeking an intern to support development of international fundraising and partnerships through research and writing. The role can be 100% remote, and will coordinate with team members in Europe and Asia. The intern will learn the basics of NGO operations and fundraising, while gaining insights on international development.

Intern Responsibilities- What you'll do:

- Research grants, foundations, corporate social responsibility programs, and other funding/partnership opportunities; compile data in memos and spreadsheets
- Support development of a donor database and network
- Write and adapt copy pertaining to funding, such as emails, powerpoints, grants, etc.
- Write briefs on research reports

Requirements- Who we're looking for:

- A strong researcher and writer: you'll absorb a lot of information and present it concisely
- Comfortable with spreadsheets: you'll set up systems to understand and track data
- Interested in NGOs, refugee and migration issues, international development: you'll get firsthand experience working in a critical NGO role
- Fluent in English



Preferred Qualifications- Bonus points if you have:

- Previous experience in fundraising in any capacity: this includes anything from formal NGO experience, to winning a scholarship, to hosting a fundraising event, to researching and putting together a database of funding sources
- A writing sample
- Intermediate French or higher