

Terms of References Project-Based Internship at Embrace Fund

Duration and Time Commitment

The intern is expected to commit to a minimum of 3 months. In terms of time commitment, this will be left up to the intern. S/he will decide how many hours per week they wish to commit to and how they would like to divide the hours throughout the week.

Location

The Embrace Fund at the American University of Beirut Medical Center (AUBMC)

Responsibilities

The intern will be primarily responsible to assist in any projects that may arise at the Embrace Fund. Projects vary from fundraising events to research studies etc. The responsibility of the intern will vary according to each project. General duties include:

- Participating in various fundraising activities i.e. identifying and developing new fundraising opportunities
- Assisting and managing various social media platforms
- Planning and executing campaigns and events
- Assisting in various administrative tasks

Qualifications and Skills

Interested individuals should have a background in social sciences with relevant professional experience. A minimum of a bachelor's degree is desirable. Students working towards completing their degrees are also encouraged to apply.

- Excellent leadership skills
- Excellent communication skills
- Strong spoken and written English and Arabic
- Proficiency in Microsoft Office
- Excellent organization and coordination skills
- Flexible and patient in terms of willingness to work on administrative tasks and shifting according to project demands

General Terms and Conditions

This internship program operates on a non-remunerative basis. Expenses related to specific assignments are to be pre-authorized on a case-by-case basis.

How to Apply

To apply, please email your CV and cover letter to ck37@aub.edu.lb