

Fundraising and Communications Support Intern (Volunteer)

Fundraising is what makes it possible for us to provide material essentials and priceless solidarity to a growing number of refugees and people seeking asylum in the UK, Europe and beyond.

We are looking for a motivated Fundraising Support and Communications Intern who can dedicate around 6-8 hours a week on a volunteer basis. Working directly with our Trustees for Fundraising and our Communications and Fundraising Director, the role involves building and maintaining a donor database, creating content for social media, posting on our various channels, engaging with others to grow our community, and applying digital marketing best practices to help us achieve our communication and fundraising goals.

This is an unpaid, volunteer position and an ideal opportunity for an independent self-starter who is looking to gain practical experience working for a grassroots humanitarian charity.

Tasks and responsibilities:

- Research, build and maintain a database of major donors.
- Evaluate the relevance of search results and accurately report them.
- Attend fundraising team meetings when required.
- Work closely with our comms team to come up with content ideas.
- Draft captions and create graphics for posting regularly on Instagram, Twitter (X), Facebook and LinkedIn in line with our content strategy.
- Help maintain a cohesive 'brand' identity while tailoring tone and messaging across platforms.
- Log in regularly to each platform to engage and follow-up with responses and chats.
- Proactively engage with people / accounts as identified in our content strategy.
- Attend weekly meetings with our comms and fundraising team.
- Updating our KPI Dashboard with relevant data from each platform at the end of each month.

Requirements, skills and experience:

- Strong research and critical thinking skills; ability to find and filter relevant information.
- Good understanding of the charity/nonprofit sector, preferably with an interest in fundraising.
- Comfortable building databases and updating information.
- Familiar with Instagram, Twitter (X), Facebook and LinkedIn, and able to write captions and create content tailored to those platforms.
- Experience of digital marketing in a charity or nonprofit setting.
- Have an eye for design and able to create graphics and visual content (ideally with Canva).

- Able to dedicate 6-8 hours a week (flexible schedule but you should have availability for meetings during the workday and check in with social media daily).
- Understand Refugee Support's work, mission, vision and values.

What we offer:

- Ongoing feedback and professional development support.
- The chance to make a meaningful contribution to a small, impactful charity that stands up for the rights of refugees.
- A LinkedIn recommendation and references as required.

What we do:

- We provide refugees and people on the move with much-needed material support while offering them stability, solidarity and a sense of normality. We also foster international solidarity by giving people who care the opportunity to support refugees in dignified, meaningful ways. Visit our [website](#) to find out more.
- We currently have projects in Moldova, Cyprus, and the UK. Our dynamic and flexible model has also allowed us to respond to emergencies quickly and effectively since 2016. Former project sites include Mexico, Turkey, Bangladesh and Greece.

Applications will be considered on a rolling basis. To apply, please submit your CV along with a cover letter to frederica.cerqueira@refugeesupporteu.com