

## **Worldfund New York Volunteer and Internship Opportunities September 2016**

Worldfund is a nongovernmental organization whose mission is to deliver world-class training and ongoing support to teachers and principals from underserved schools in Latin America. Headquartered in New York City and have offices in Mexico City, Mexico, and São Paulo, Brazil, we are excited to welcome enthusiastic volunteers, based in the New York City area, who wish to lend their expertise and enthusiasm to our mission.

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### **Volunteer Nonprofit Accounting Advisor Opportunity**

Worldfund seeks an accounting student or professional with desire for nonprofit experience towards a fulfilling mission. This international team requests assistance from an individual looking for experience designing contracts and policies outlining internal controls and processes. The work would require basic knowledge of compliance regulations in Latin America and the US.

*Start date:* Immediately

*Duration:* 3 months minimum (dates negotiable)

*Eligibility:* Individual with accounting background looking for an opportunity to help an organization with a social mission

*Commitment requested:* 2-3 days in the office each week, two hours per visit

*Interested? Reach out to Rafelina Hernandez at [rafelina@worldfund.org](mailto:rafelina@worldfund.org)  
to discuss this opportunity further.*

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### **Volunteer Nonprofit Legal Compliance Advisor Opportunity**

Worldfund seeks a legal studies student or professional with desire for nonprofit experience towards a fulfilling mission. This individual would act as a compliance officer, providing a unique perspective to our day-to-day work. This work would be especially rewarding for someone specifically looking for experience in designing contracts, internal controls and AML and would require Spanish and/or Portuguese skills and basic knowledge of compliance regulations in Latin America (or a desire to research this topic).

*Start date:* Immediately

*Duration:* 3 months minimum (dates negotiable)

*Eligibility:* Individual with legal background looking for an opportunity to help an organization with a social mission

*Commitment requested:* 2-3 days in the office each week, two hours per visit

*Interested? Reach out to Rafelina Hernandez at [rafelina@worldfund.org](mailto:rafelina@worldfund.org) to discuss this opportunity further.*

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### **Volunteer Communications Advisor Opportunity**

Worldfund seeks an enthusiastic social guru with Spanish and/or Portuguese language ability and the desire to amplify a nonprofit organization's message of educational quality for all through the power of social media. This individual would advise on the strategy and implementation of Worldfund's presence on Facebook, Twitter, Instagram, Snapchat and anything more that the Advisor would like to take on. Graphic design skills and an eye for good design would be great additions.

*Start date:* Immediately

*Duration:* 3 months minimum (dates negotiable)

*Eligibility:* Graphic design, marketing or public relations student or professional

*Commitment requested:* 2-3 days in the office, two hours per visit

*Interested? Reach out to Lena Hickner at [lhickner@worldfund.org](mailto:lhickner@worldfund.org) to discuss this opportunity further.*

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### **Volunteer Fundraising Liaison Opportunity**

Worldfund seeks an enthusiastic fundraising or aspiring fundraising professional who would be interested in representing Worldfund as a brand ambassador or expanding our support base by researching potential leads for future supporters.

*Start date:* Immediately

*Duration:* 3 months minimum (dates negotiable)

*Eligibility:* Enthusiastic individual with a passion for the topic of educational quality with a good eye for opportunity

*Commitment requested:* 2-3 days in the office, two hours per visit

*Interested? Reach out to Lena Hickner at [lhickner@worldfund.org](mailto:lhickner@worldfund.org) to discuss this opportunity further.*

## **Fundraising and Office Assistant Internship - Fall 2016**

*Location:* New York, NY

*Position type:* Internship: part-time, unpaid

*Start Date:* October 1 (negotiable)

*Duration:* Minimum of three months (negotiable)

*Eligibility:* At least a college sophomore in good standing, an advanced student or a recent graduate

### **Organization Description**

Worldfund is a nongovernmental organization whose mission is to deliver world-class training and ongoing support to teachers and principals from underserved schools in Latin America. We are headquartered in New York City and have offices in Mexico City, Mexico, and São Paulo, Brazil.

### **Position Needs Statement**

If you are an aspiring development professional seeking an entry-level position, this is an ideal opportunity to gain hands-on fundraising experience and be part of a dynamic and collaborative environment. We are currently seeking an intern to work closely with the New York team to support Worldfund's education work from the U.S. The intern will work mainly with a small team in the New York office to support the mission. As a small organization, all staff members collaborate constantly and multi-task frequently.

### **Sample Projects**

- Research funding opportunities
- Draft written materials relevant to our mission
- Assist in donor record keeping and management of the fundraising database (Raiser's Edge)
- Support donor and sponsor communications, including mailings, phone calls and emails
- Assist in the planning and coordination of special events and relevant communications mailings

### Good Opportunity for...

...a candidate with...

- Superb research and writing skills
- A service-oriented personality
- Interest or experience in event planning
- interest in the nonprofit sector
- A background in or knowledge of international affairs, education, or Latin America
- language ability in Spanish and/or Portuguese (preferred, but not required)
- Enthusiasm, a positive, can-do attitude and interest in a variety of new projects and experiences

### Sample How to Apply

Please send your resume and cover letter to Lena Hickner at [lhickner@worldfund.org](mailto:lhickner@worldfund.org). This internship is unpaid. There are two internship positions available. The scope of work is negotiable, but preferred to be 10-20 hours per week and accommodating of class schedules. Worldfund is not responsible for arranging accommodations or facilitating visa applications for prospective candidates. Worldfund will contact only those candidates who are extended an interview.

## **Communications Internship - Fall 2016**

*Location:* New York, NY

*Position type:* Internship: Part-time, unpaid

*Start Date:* October 1 (negotiable)

*Duration:* at least three months (negotiable)

*Eligibility:* Must be at least a college sophomore in good standing, an advanced student, or a recent graduate.

### **Position Needs Statement**

We are currently seeking an intern to work closely with the New York team to inform and improve Worldfund's digital identity and messaging. A candidate with a good eye for design would be a great addition to the team. Work would incorporate staff across different teams and countries, giving this individual great cross-cultural experience.

### **Organization Description**

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### **This is a great opportunity for...**

...a candidate with...

- experience developing engaged and interactive communities in social media outlets
- language ability in Spanish and/or Portuguese (strongly preferred)
- Experience editing content management systems such as Joomla
- Proficiency in the Adobe Creative Suite
- Design or marketing experience
- Interest in the nonprofit sector
- A background in or knowledge of international affairs, education, or Latin America
- Enthusiasm, a positive, can-do attitude and interest in a variety of new projects and experiences



501 Fifth Avenue  
Suite 1701  
New York, NY 10017

T. 212 228 5353  
[www.worldfund.org](http://www.worldfund.org)

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## How to Apply

Please send your resume and cover letter to Lena Hickner at [lhickner@worldfund.org](mailto:lhickner@worldfund.org). This internship is unpaid. The scope of work is negotiable, but preferred to be 10-20 hours per week and accommodating of class schedules. Worldfund is not responsible for arranging accommodations or facilitating visa applications for prospective candidates. Worldfund will contact only those candidates who are extended an interview.

## **Nonprofit Accounting Internship - Fall 2016**

*Location:* New York, NY

*Position type:* Internship: Part-time, unpaid

*Start Date:* October 1 (negotiable)

*Duration:* at least 3 months (negotiable)

*Eligibility:* Must be at least a college sophomore in good standing, an advanced student, or a recent graduate.

### **Organization Description**

Worldfund is a nongovernmental organization whose mission is to deliver world-class training and ongoing support to teachers and principals from underserved schools in Latin America. We are headquartered in New York City and have offices in Mexico City, Mexico, and São Paulo, Brazil.

### **Position Needs Statement**

We are currently seeking an intern to work closely with the New York team to support Worldfund's mission in the U.S. through its accounting department. The intern will work with three accounting professionals based throughout Latin America and will gain professional experience in a unique, fast-paced nonprofit setting. This work would focus on fortifying internal accounting controls

### **This is a great opportunity for...**

...a Candidate with...

- Interest in expanding their professional skill set
- interest in nonprofit operations and management
- Excel skills
- Interest in international affairs, education and/or Latin America
- language ability in Spanish and/or Portuguese (preferred, but not required)
- Interest in finding innovative solutions to challenging problems

## How to Apply

Please send your resume and cover letter to Rafelina Hernandez at [rafelina@worldfund.org](mailto:rafelina@worldfund.org). This internship is unpaid. The scope of work is negotiable, but the team would prefer to work with this person at the New York office once or twice a week for 6 hours total (accommodating of class schedules). Worldfund is not responsible for arranging accommodations or facilitating visa applications for prospective candidates. Worldfund will contact only those candidates who are extended an interview.

## **Nonprofit Compliance Internship - Fall 2016**

*Location:* New York, NY

*Position type:* Internship: Part-time, unpaid

*Start Date:* October 1 (negotiable)

*Duration:* at least three months (negotiable)

*Eligibility:* Must be at least a college sophomore in good standing, an advanced student, or a recent graduate.

### **Position Needs Statement**

We are currently seeking an intern to work closely with the New York team to act as an advising compliance officer who will support Worldfund's mission in the U.S. by assisting its accounting department. The intern will work with three accounting professionals based throughout Latin America and will gain professional experience navigating an international environment in a unique, fast-paced nonprofit setting.

### **Organization Description**

Worldfund is a nongovernmental organization whose mission is to deliver world-class training and ongoing support to teachers and principals from underserved schools in Latin America. We are headquartered in New York City and have offices in Mexico City, Mexico, and São Paulo, Brazil.

### **Position Responsibilities**

- Research on compliance regulations in Mexico and Brazil
- Design contracts, MoUs
- Research and edit internal policy manuals
- Create and monitor internal controls
- Research and oversee Anti-Money Laundering (AML) legal regulations

### **This is a great opportunity for...**

...a candidate with...

- Basic knowledge or interest in learning about compliance regulations in Latin America
- Interest in the nonprofit sector
- background in or knowledge of international affairs, education and/or Latin America
- Language ability in Spanish and/or Portuguese (preferred, but not required)
- Interest in finding innovative solutions to challenging problems

### **How to Apply**

Please send your resume and cover letter to Rafelina Hernandez at [rafelina@worldfund.org](mailto:rafelina@worldfund.org).

This internship is unpaid. The scope of work is negotiable, but the team would prefer to work with this person at the New York office once or twice a week for 6 hours total (accommodating of class schedules). Worldfund is not responsible for arranging accommodations or facilitating visa applications for prospective candidates. Worldfund will contact only those candidates who are extended an interview.