Position Description: Reach the World Internship

Do you have a passion for global education and international exchange? Do you believe in grassroots programs that empower underserved communities? Are you looking to work in a fast-paced, entrepreneurial environment with a small team of people who share these passions?

Reach the World is seeking motivated applicants for a winter internship position. This full-time position (40h/week) reports to RTW’s Director of Business Development at Reach the World’s New York City office. This position starts early January 2022 with a minimum total time requirement of 8-10 weeks with an option to stay for up to 12 weeks.

What You Will Do:

• Support the Director of Business Development in all aspects of planning the Annual Benefit, scheduled for April 2022.
• Manage event volunteers, coordinate benefits committee meetings and maintain communication with volunteers.
• Research, identify and reach out to donors in person, through email and over the phone.
• Manage databases of donations, donors, volunteers and event guests, which includes tracking and recording notes.
• Support communication efforts, including developing a communications plan and creating content for web, social media and email.
• Support the production and development of printed and online materials and coordinate with vendors as needed.
• Conduct research into public and private funders to support the development of RTW’s funding pipeline.
• Perform other duties as assigned.

Who You Are:

• Motivated self-starter
• Ability to work well under pressure
• Thorough researcher
• Keen attention to detail
• Multi-tasker
• Excellent verbal and written communications
• Passion for supporting underserved communities
• Proficiency in Microsoft Office suite
• Strong ability to manage groups of volunteers
• Proficiency in design software is a bonus (i.e., Adobe InDesign, Photoshop, Illustrator)

About Reach the World

Reach the World makes the benefits of travel accessible to classrooms, inspiring students to become curious, confident and compassionate global citizens. Enabled by our virtual exchange platform, classrooms and volunteer travelers explore the world together.
Reach the World’s programs transform the energy of volunteer travelers into a resource for K-12 classrooms nationwide. Participating RTW educators select a traveler abroad to correspond with online for a program cycle. Educators select travelers whose majors, backgrounds and personal interests are a close fit for their curriculums and their students. Then, students go on virtual journeys with their travelers – expanding their worldviews, skills and aspirations in the process.

Through the connection with these travelers – real mentors that students come to know – deep seeds are planted. An “I can do this, too” spirit is born. RTW students come to know that college is a given; that there is funding to help them attend; and that study abroad is a worthy, exciting and achievable goal that can propel them forward for the rest of their lives. 92 percent of the schools that RTW serves are in low-income communities, in which students often lack access to positive, personal global networks and experiences.

Have you traveled? Has anyone shared their travel stories with you? Has this affected your worldview? If you can answer “Yes” to any of these questions, then you understand the mission of Reach the World. RTW offers educators the chance to look beyond the textbook, view their curriculum through a global lens and engage their students in global affairs via virtual exchange.

Core Values of Reach the World
Apply to join our team ONLY if you feel a sense of excitement and energy after reading about our core values, below:

1. We are entrepreneurs. We do not wait to be told what to do. We are constantly matching possibilities to strategies, in support of our aggressive growth goals.
2. We seek to maximize impact and minimize bottlenecks, making every charitable dollar go the farthest in service to our cause. We are successful when the pieces of our program naturally and organically work together to elevate the whole.
3. We are a purpose-driven organization on a mission. Our work is not a job; it is a passion. We love what we do, and we support each other unconditionally. We do not tolerate pettiness in the office – and we do not “take it personally.”
4. We are relaters. We understand that our programs are about taking a journey together, always applying the human element of relationships to make our technology-driven programs shine. This orientation is as important for our beneficiaries as it is for our funders and partners. Our success is based upon our broad definition of our team.

How to Apply
Please submit a cover letter and resume by email to sia@reachtheworld.org. Thank you for your interest in joining Reach the World on its exciting journey!