



Position: Editorial Intern, Communications and Creative (part-time, 12 weeks)

Location: New York, N.Y.

Reports to: Editorial Manager

Apply by: December 19

About Malala Fund: Malala Fund is working toward a world where all girls can learn for 12 years and lead without fear. We advocate for resources and policy changes needed to give all girls a secondary education. The girls we serve have high goals for themselves – and we have high expectations for leaders who can help them. We invest in developing country education leaders and frontline organisations – the people who best understand girls in their communities – in regions where most girls are missing out on secondary school. We amplify girls’ voices. Malala Fund is building a movement of young education activists who, like Malala, speak truth to power around the world.

Position Summary: The Editorial Intern will support the Communications and Creative team in its efforts to cover our work in seven countries where we work and amplify the voices of girls around the world. Assembly, Malala Fund’s new digital publication and newsletter, is a platform for girls and young women to share their thoughts, challenges and accomplishments – and for all of us to learn about this new generation of leaders. The Editorial Intern will research, write and edit original content for Assembly and provide administrative support to the Communications and Creative team. The ideal candidate is a highly organised individual with great interpersonal skills and can thrive in a fast-paced, detail-oriented, creative environment.

This is a paid 12-week internship working out of Malala Fund’s New York office. Applicants should be able to commit to working between 20-28 hours per week during the spring 2018 term. Graduate and undergraduate applications welcome.

I. Responsibilities & Tasks:

- Research and write variety of content for Assembly, Malala Fund’s digital publication and newsletter
- Participate in editorial meetings to brainstorm and generate ideas for stories and features
- Reach out to potential contributors
- Maintain communications databases to track content and outreach
- Assist in cataloging photos and other assets
- Other administrative duties as assigned
- Translate posts (if fluent in second language)

II. Qualifications:

- Previous internship or work experience
- Demonstrated interest in communications or journalism



- Excellent written and verbal communications skills, with previous experience in copyediting and knowledge of AP style
- Strong research skills
- Ability to multitask and prioritise workload
- Ability to interact professionally at all internal/external levels
- Ability to maintain high degree of confidentiality of sensitive organisational matters
- Ability to work well under pressure
- Second language desirable

To Apply: Please send a cover letter, your resume and three writing samples or press clips to hire@malalafund.org, indicating “Editorial Intern, Communications and Creative” in the subject line of your email.

Please note that due to the very high number of applications we receive every time a position is posted, we are unfortunately only able to respond directly to candidates with whom we wish to move forward in the interview process.

Malala Fund is committed to safeguarding children and employment with our team is conditional upon successfully completing a background check.