



**Shadhika**  
Investing in Girls for India's future

Shadhika provides funding and support to women-led, locally controlled non-profits in India working to empower at-risk girls so that they — and India — can realize their aspirations for a better future. We seek to break the cycle of poverty and address gender inequality in India by investing in the education, empowerment and economic self-sufficiency of girls.

<b>Title:</b>	Event Outreach Fellow
<b>Job Description:</b>	<ul style="list-style-type: none"><li>• Works directly with CEO, Marketing &amp; Communications Coordinator, and Donor Outreach Coordinator.</li><li>• Helps to plan, execute, and evaluate all of Shadhika's online and in-person events.</li><li>• Assist the Marketing &amp; Communications Coordinator in implementing and developing a wide range of communications materials to promote in-person and online fundraising events. This includes website content, blog posts, emails, social media, and print materials.</li><li>• Assist the Donor Outreach Coordinator in planning and executing in-person events in the Denver area.</li><li>• Other duties as assigned.</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Bachelor's Degree, or in process, in Communications or related field</li><li>• Commitment to Women's Empowerment and International Development</li><li>• Constant Contact and Salesforce experience preferred</li><li>• Strong research, design, and writing skills</li><li>• Excellent communication skills, high level of comfort making contact with industry professionals via phone and email</li><li>• Project and event management skills</li><li>• Organized, efficient, and detail-oriented</li><li>• Motivated and self-directed</li><li>• Strong and proven work-ethic</li><li>• Computer literacy (Microsoft Excel, Word, PowerPoint)</li></ul>
<b>Overview</b>	<ul style="list-style-type: none"><li>• Location: Posner Center of International Development – 1031 33<sup>rd</sup> Street Denver, CO 80205</li><li>• Hours Per Week: 10-16 hours per week, depending on availability</li><li>• <b>Compensation: Paid fellowship – pay commensurate with experience</b></li></ul>
<b>Benefits</b>	<ul style="list-style-type: none"><li>• Ongoing training and collaboration with individuals working in international development</li><li>• Skill building on event planning, management, and implementation. Skill building on communications, marketing, and design.</li><li>• Working with Shadhika's staff in the US and India</li></ul>
<b>Training</b>	<ul style="list-style-type: none"><li>• Knowledge of computer and IT platforms</li><li>• Knowledge of electronic communications and social media</li></ul>
<b>Application Guidelines</b>	<ul style="list-style-type: none"><li>• Email cover letter &amp; resume to <a href="mailto:personnel@shadhika.org">personnel@shadhika.org</a> by Friday, April 26th at 5pm MST.</li></ul>