



**International Emergency and Development Aid (IEDA Relief) Inc.**

10103 Fondren Rd, Suite #435

Houston, TEXAS 77096 USA

Phone: 713-774-2522/Fax: 713-774-2529

Email: [Info@iedarelief.org](mailto:Info@iedarelief.org)

International Emergency and Development Aid (IEDA Relief) is a Not-for-Profit organization, 501(c)3 Tax-exempt Headquartered in Houston, Texas, USA with office in Brussels, Belgium (IEDA Relief Belgium) and global operations in few countries around the globe providing Humanitarian/Relief and Development Services. IEDA Relief is an emerging organization committed to taking the most effective, flexible and innovative approaches to Humanitarian and development work. Our mission is to alleviate the suffering of vulnerable people tackling the underlying causes of poverty so that they can become self-sufficient and achieve their full potential. Since 2008, IEDA Relief has worked in 12 countries with an \$80M investment over 260 projects helping people as they transition to longer-term development. Our staff focus on marginalized people, as well as internally displaced persons and refugees. We have facilitated and delivered the key components of support and coupled activities with community capacity building to develop a local voice, ownership, and technical capability for communities to support their transition to longer-term sustainability. Why IEDA Relief? We know communities – we do not just say it, we practice it. We are working intimately with communities from Day One. For us, it does not make sense to work in communities without understanding them and learning from them – their people, their needs, what drives them, social structures, cultural practices, and interactions. When the situation calls, we work quickly so that we do not lose time further down the road when problems arise. During this worldwide Pandemic of Covid-19, IEDA Relief picked up the call and is responding to feeding the 1<sup>st</sup> Responders by raising funds and receiving in-kind donations.

## Be a Part of the IEDA Relief Team!

Globally, volunteers and interns (many of which are locally recruited) play a vital role in IEDA Relief's programs and operations. Volunteers and interns from diverse backgrounds dedicate their time and skills to work directly with program beneficiaries, develop IEDA Relief's organizational capacities, help with IEDA Relief events and fundraisers, and take part in emergency response missions in the critical days and months following a conflict or natural disaster.

IEDA Relief actively recruits volunteers and interns for specific postings (see below), and also accepts applications on a rolling basis. Prospective interns must be currently enrolled in or recent graduates of an undergraduate or graduate educational institution; internships are generally unpaid unless special arrangements are made with your academic institution.

View the opportunities posted below for specific internships and volunteer openings.

**Depending on the needs of the office and an individual's level of experience, examples of volunteer/intern duties include:**

- Short- and long-term program assistance to educate, mentor, and otherwise provide support to refugees, asylum seekers, immigrants and other vulnerable populations of all ages
- Assisting IEDA Relief staff with program data entry, monitoring and evaluation, reporting/translation and website updates
- Assisting with IEDA Relief events, (social) media campaigns, and fundraisers
- Conducting research and producing proposals regarding potential new IEDA Relief programs and/or solutions to help meet organizational objectives
- Providing specific skills and/or expertise in finance, marketing and media, HR, emergency management, IT, or other areas of specialization to add to IEDA Relief's programs and organizational capabilities

[Apply Today!](#)

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If you are interested in becoming an IEDA Relief volunteer or intern, please email your resume/CV to [volunteer@iedarelief.org](mailto:volunteer@iedarelief.org). Please note only applicants that state their availability will be considered. In the subject line of your email, specify the position and where you want to serve.

## Marketing Assistant Job Description

The Marketing Assistant is charged with the responsibility of ensuring that charitable contributions are being properly collected and utilized for the needy ones. The **Non-profit Marketing Assistant** is not only an advocate, but also skilled in organizing charitable functions and possesses a tremendously strong fundraising skill.

### Duties and Responsibilities

- Promoting human rights of all individuals regardless of race, creed, religion, gender or anything else.
- Playing an instrumental role in the fundraising activities
- Understanding people, their motivations, when it comes to contributing thereby taking active part in public relations, fundraising and similar types of activities.
- Playing an important role in marketing for the non-profit organization
- Interacting with the local media, contributing to political campaigns and representing the no-profit interest groups, etc. Arranges interviews, writes press releases and monitors coverage of the company's product or service in the media.
- Creates publications for the company
- Participating in gifting requests from individual donors, applying for grants, and hosting special events of the non-profit organization
- Researches information for a marketing campaign and compiles data for future predictions around the product or service
- Helps develop marketing campaigns
- Organizes meetings and events and collects data and analyzes reports and statistics for meetings
- Produces a SWOT analysis for the various campaigns being created
- Ensures all information is stored correctly on computers and easily accessible by all staff
- \*The agency reserves the right to add or change duties at any time.

### Skills and Specifications

- Great creative sensibilities
- Good analytical skills
- Excellent communication skills
- Good sense of sales, marketing & advertising
- Great planning and organizational abilities
- Active listening
- Excellent verbal and written communication
- Coordination
- Social perceptiveness
- Time management

### Education and Qualifications

- Bachelor's degree in business administration with specialization in marketing is imperative.

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