

Based in New York City, Episcopal Relief & Development is the international humanitarian agency of the Episcopal Church. This non-profit organization has been rebuilding and strengthening communities in over 40 countries through sustainable practices for more than 70 years. Some of their programs include providing micro-finance opportunities for women, constructing sanitary well systems and latrines, and distributing insecticide-treated mosquito nets to prevent the spread of malaria. With the support of the Church, independent donors, and partnering organizations, Episcopal Relief & Development aims to alleviate extreme poverty in the world by completing their eight Millennium Development Goals and by continuing the successes of their programs for years to come.

Under the Marketing and Communications department, I was primarily responsible for developing and managing multimedia content for both their website and various social media platforms. My daily tasks included cataloging video clips, updating information on the country pages of their website, and curating photos for online sharing and publication. Other projects involved creating gifs to promote their Gifts for Life campaign—a way in which donors can directly purchase needs like livestock for a community—and creating new templates for their e-cards. To accomplish these tasks, I used sites like Flickr, Facebook, and Box, as well as software such as Photoshop and iPhoto.

Since my strongest skill lies in video production, my special project involved editing video footage on Final Cut of the organization's trips to various host countries. Episcopal Relief & Development often visits the locations in which their programs are implemented to witness and document their impact at work. Using the cataloged video

clips, Flickr photos, and information found on their program databases, I completed seven three-minute videos highlighting the initiatives of each of their programs. In addition to presenting these videos to the Communications team, all seven of them currently appear in the program pages of Episcopal Relief & Development's website. I also discussed other video project ideas with the team and created a template replicating my original format to set as the organization's standard for future video productions.

Furthermore, my other responsibilities encompassed public relations work. I utilized the program PR Newswire to compile lists of media contact information that could be useful regarding different subject areas. For example, if Episcopal Relief & Development wanted to feature to the public improvements in their health program, they can use the "Health" contact list on PR Newswire to communicate with the media sources that could be interested in sharing this story. Also, I used Google Alerts to keep track of any online article that mentioned Episcopal Relief & Development or news that could serve as valuable information to the organization. Using key words, I received e-mails of these alerts and compiled a list of the relevant articles for my supervisor on a weekly basis. I had never used either program prior to this internship and found them as powerful tools to use for managing PR work in an organization or business.

Besides working on these independent projects, perhaps my favorite part of the internship was interviewing various key office staff members to better understand the inner workings of non-profits. Through conversations with those on the Programs, Communications, Engagement, and Advancement teams, I learned about the different possibilities I could have working in an organization such as Episcopal Relief &

Development. I was happy to learn that many were pleasantly surprised to find themselves in non-profit work and that many held a background in the arts. As a performing and visual arts student, I grew comforted after these interviews with my newly found knowledge of other opportunities that could still utilize my artistic skills. With my strong interest in media production and international studies, I found working for an international organization as a viable career prospect for me, because office members often perform many roles and apply many of their personal talents to the job.

My internship with Episcopal Relief & Development was an enriching experience for me both professionally and personally. I now hold technical knowledge in different computer programs that can be added to my resume, as well as refined skills in Photoshop and Final Cut Pro. I have gained experience in basic office work and etiquette, including working full-time on the computer while sitting in a cubicle—an activity in which I have yet to grow accustomed. Moreover, because I regularly referred to the organization's information databases, I have learned much about the needs of developing countries that has augmented my desire to participate in the humanitarian efforts. On the more personal level, I believe I have grown more confident in myself throughout my duration there. I was lucky enough to have participated in all the staff meetings and to have been frequently encouraged to share my opinions. My supervisor allowed me to work with my own ideas and challenged me to engage in projects that were new territories for both the Communications team and me. I would highly recommend this internship not just for anyone interested in international development but also for those interested in media.