



## Content Development Intern Description

**Position Title:** Content Development Intern

**Supervisor:** Ameena Jandali, Development Director

**Department:** Content Development

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### Position Description:

- Producing presentation material, training kits and tools for speakers
- Editing and proofing marketing materials
- Researching topics on religion Research and write development materials

### Qualifications

- A commitment to ING's vision and mission
- Completing coursework towards a bachelor's degree at an accredited college or university
- Excellent organizational, writing, and interpersonal communications skills.
- Strong attention to detail
- Proficiency in Microsoft Office and internet research skills

### Benefits

- Learning new skills and opportunity to earn college credits
- Networking with professionals in the offices and at social events
- Career mentoring with Maha ElGenaidi, founder and CEO of ING
- References for future career opportunities

### To apply

Send cover letter and resume to Ali Rangwala, Operation Director, at [ali@ing.org](mailto:ali@ing.org). Please include your name and the internship position you are applying for in the subject of your email.

**Work location:** San Jose, California