



## 826DC Communications and Development Internship

**Position Title:** Communications and Development Intern

**Employment Type:** Part-Time Intern (average 20 hours/week)

**Number of Positions:** 2-3

**Reports To:** The Director of Advancement and/or the Development and Communications Manager

**Fall Internship Dates:** September 8, 2020 - December 4, 2020

**Application Deadline:** August 21, 2020

The Communications and Development Intern plays an important role by providing administrative support to the external communications and fundraising operations at 826DC. Interns will have the opportunity to support 826DC's external communications and outreach efforts through social media and public relations. Interns will also have the opportunity to participate in fundraising activities including grant research, database maintenance, donor relations, direct mail appeals, and special events. ***Interns will be given the option of focusing their internship on either Communications or Development tasks based on their area of interest and previous experience.*** This is an excellent part-time (temporary) opportunity to work closely with a Development Department to learn all aspects of nonprofit external relations from the ground up with an established organization.

### *Communications Responsibilities*

- Work closely with the Development and Communications Manager to maintain and monitor 826DC's internal editorial calendar as well as 826DC's social media and website
- Curate, fact-check, and schedule relevant digital content to engage and expand 826DC's online audience
- Help convert social media followers to 826DC volunteers and donors
- Work at least one regular weekly shift (3 hours) in Tivoli's Astounding Magic Supply Co. storefront, using shift to inform store visitors about 826DC and its programs
- Photograph programming as-needed
- Other duties, as assigned

### *Development Responsibilities*

- Assist with the planning and execution of upcoming fundraising events
- Help maintain files and database records for current corporate, foundation, and individual donors
- Research prospective corporate, foundation, and individual donors
- Process donations and prepare acknowledgment letters and other related correspondence



- Other duties, as assigned

### **Expectations**

- Interns are expected to be able to work independently to meet deadlines while also maintaining flexibility and adaptability to changing circumstances and situations.
- Interns are expected to take direction from others and offer their own ideas and recommendations.
- Interns are expected to ask for help, support, and resources when they need these, and to speak up early when they are not able to meet a deadline or complete a task or project.
- 826DC expects interns to bring their personality to their work at 826DC.

### **Qualifications**

- Minimum commitment of 12 hours per week for the semester.
- Proficiency in Microsoft Word, Excel and PowerPoint.
- Database experience is a plus.
- Experience with WordPress, Hootsuite, and Adobe Suite a plus.
- Excellent verbal and written communication skills.
- Proven ability to organize and prioritize work.
- Proven ability to work independently with little supervision.
- Excellent interpersonal skills and leadership skills.

### **Compensation**

This internship does not receive a stipend from 826DC. We strongly encourage all interns to research and apply for funding through their university or community as many programs offer grants for unpaid internships at a nonprofit.

### **Application**

Please send resume, cover letter, and two references to [hr@826dc.org](mailto:hr@826dc.org).

Interns of all ages and backgrounds are encouraged to apply. 826DC is an affirmative action/equal opportunity employer, and strongly encourages persons of color, females, LGBTQIA persons, and persons with disabilities to apply for this position.