



## 826DC Communications and Development Internship, Fall 2021

**Position Title:** Communications and Development Intern

**Employment Type:** Part-Time Intern (average 12-20 hours/week)

**Number of Positions:** 1

**Reports To:** Senior Manager of Communications and Development

**Fall Internship Dates:** September 8 – December 4, 2021 (flexible)

**Application Deadline:** July 23, 2021

The Communications and Development Intern plays an important role by providing administrative support to the external communications and fundraising operations at 826DC.

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.

This is intended to be a hybrid internship; a combination of in-person at our Columbia Heights writing center and remote work. For applicants who do not live in the DC area, however, this role can also be fully remote.

### *Communications Responsibilities*

- Work closely with the Senior Manager of Communications and Development to maintain and monitor 826DC's editorial calendar, social media, and website
- Help optimize 826DC's internal communications tools, including our student writing database and image bank
- Support 826DC with collecting and analyzing social media analytics
- Other duties, as assigned

### *Development Responsibilities*

- Contribute to preparations for 826DC's winter fundraisers, as needed (you will not need to attend any in-person fundraising events)
- Help draft donation asks



- Other duties, as assigned

### **Expectations**

- Be able to work independently to meet deadlines while also maintaining flexibility and adaptability
- Take direction from others and be willing to learn, but know that you are also welcome to offer your own ideas and recommendations
- Ask for help, support, and resources when you need them and speak up early when you encounter or anticipate an issue
- If you are locally based,

### **Qualifications**

- Minimum commitment of 12 hours per week for the duration of the internship
- Proficiency in Google Suite, Dropbox, and general spreadsheet work
- Excellent verbal and written communication skills, with an eye for details
- Proven ability to organize and prioritize work with minimal supervision
- Spanish language skills are not required, but a definite plus

### **Compensation**

All 826DC interns receive small stipends, based on the number of hours they work with us each week, at the end of their internships.

Between 9 and 19 hours per week: \$500

Between 20 and 30 hours per week: \$750

We also strongly encourage all interns to research and apply for additional funding through their university or community.

### **Application**

Please send a resume, cover letter, and contact information for two references to [sarah@826dc.org](mailto:sarah@826dc.org) by the end of the day on July 23<sup>rd</sup>. No phone calls, please.

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.