826DC Communications and Development Internship,

Summer 2021

**Position Title:** Communications and Development Intern

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

**Number of Positions:** 1

**Reports To:** Development and Communications Manager

**Fall Internship Dates:** June 8 – August 6, 2020 (flexible)

**Application Deadline:** May 21, 2020

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.

*Communications Responsibilities*

* Work closely with the Development and Communications Manager 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 follow-up activities related to 826DC’s big spring/summer fundraiser, including supporter outreach and internal post-event analysis
* 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
* This is a fully remote internship; you will not be expected to do any in-person work

**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 and/or Amharic 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). 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.