



826DC Communications and Development Internship

Spring 2022

<p>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 Spring Internship Dates: January 18, 2022 – May 3, 2022 (flexible)</p>

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.

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
- Contribute to preparations for 826DC's spring 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
- Be comfortable working with and writing about diverse groups of people
- Follow [826DC's COVID-19 safety policies](#) so that we can keep 826DC a place in which everyone can safely work, learn, and grow

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
- Experience or strong interest in communications and/or fundraising work
- Proven ability to organize and prioritize work with minimal supervision
- Spanish language skills are not required, but a definite plus
- Aligned with DC government's guidance, 826DC requires proof of vaccination for all interns, including the person hired for this role

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.

Up to 8 hours per week: \$300

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. No phone calls, please. We will contact you if you are selected for an interview.

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.