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## 826DC Communications and Development Internship

**Position Title:** Communications and Development Intern

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

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

**Fall Internship Dates:** September 19, 2022 – December 16, 2022 (flexible)

**Number of Positions:** 1

**Application Deadline:** Applicants will be interviewed on a rolling basis until 4 PM on Friday, September 9, 2022

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.

### 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
- 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 relevant 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 guidelines](#) 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 interns will receive a one-time flat stipend paid at the end of their internship. The stipend is based on average weekly hours worked and the payscale is below:

Up to average of 8 hours/week: \$400

Between 9 and 19 average hours/week : \$600

Between 20 and 30 hours/week : \$800

If you are applying through an off-campus Federal Work Study partnership with American University, Howard University, or Montgomery College, you will be paid at the rate aligned with your university policy.

## Application

Please send your resume and cover letter to [hr@826dc.org](mailto:hr@826dc.org) with the subject line **Fall 2022 Communications and Development Internship**. Applicants will be interviewed on a rolling basis until **4 PM on Friday, September 9, 2022**. 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, LGPTQIA persons, and persons with disabilities to apply for this position.