

Development & Communications Intern

Part Time, Unpaid



Position Summary:

The Development & Communications intern will work closely with the Resource Development team and report to the Director of Development & Communications. This position will assist the team with fundraising, events, grants, outreach, and data management. This position will collaborate with stakeholders of other departments to learn about how philanthropy efforts impact the entire agency. The intern will learn about the importance of messaging, media, and data management and analysis.

Qualifications:

- Highschool Diploma or equivalent
- Strong interpersonal skills
- The ability to work independently
- A working knowledge of Google Suite
- General computer and office skills
- Social media experience (Instagram Reels, Facebook stories)
- The ability to handle sensitive information in a confidential manner

Responsibilities:

- Support the events team in the preparation, planning, and execution of the annual Immigration and Business Luncheon
- Conduct grant research and prospecting
- Assist with social media content as assigned
- Assist with data clean up and projects as assigned
- Accompany team on outreach events, networking events, and possibly donor meetings
- Complete special projects as assigned by the Director of Development & Communications