

# Development Internship Job Description

**Job Title:** Development Intern

**Hours and days :** 6-16 hours/week. Three month minimum or 120 hours commitment is required. Occasional weekend and evenings.

**Salary:** Unpaid; may apply course credit

**Supervisor:** Director of Development

## **Job Summary:**

The Development Intern will provide marketing assistance to drive traffic and awareness to the National Ability Center brand and community programs, and assist in the execution of National Ability Center fundraising events.

## **Job Responsibilities:**

- Maintain and update donor information on Raisers Edge
- Curate stories for PR and social media; provide photography; draft posts
- Assist with outreach opportunities; prep outreach materials for volunteers
- Provide event support as needed, including photography, helping with logistics, transporting materials, creating event materials, etc.
- Assist marketing manager with creating marketing materials for print and online, to be used for programming, events, and public relations.
- Post event descriptions to online and printed community calendars
- Update website with ongoing press releases and media via Wordpress
- Assist with formatting and sending Constant Contact emails for participants, donors etc
- Assist with merchandising and systems for our online store
- Curate photos into a centralized library; respond to external requests for photos, logos, etc
- General office admin duties for department

## **Job Requirements/responsibilities:**

- Commitment to a positive, fun and team-oriented working environment
- Able to take initiative and work independently
- An undergraduate or graduate college student or commiserate professional experience preferred
- Completion of a Utah State background check & valid drivers' license
- Experience with people of all abilities, programming, and safety needs
- Ability to give and receive feedback in a positive manner
- Commitment to all responsibilities and expectations