

Internship Opportunities

2018

Nonprofit Management (15-20 hours per week)

For those looking to learn more about how nonprofits are run from an administrative perspective.

Duties Include:

- Grant research and writing
- Updating databases and tracking data
- Managing schedules
- Creating reports and other Center materials
- Answering phone calls, emails, and other inquiries
- Attending meeting
- Assisting Center staff with other needs as requested

Qualifications include:

- Experience working in a fast paced and ever-changing environment highly preferred
- Multitasking skills
- Ability to manage your time and track your work
- High attention to detail
- Effective communication skills
- Strong organizational skills
- Proficient in using Microsoft office programs
- Ability to work in a confidential environment
- Able to fulfil minimum requirements for volunteer: initial interview, 32-hour training, continuing education hours, background check, follow-up interview.

Marketing & Fundraising (15-20 hours per week)

Internship focusing on nonprofit marketing, social media outreach, special events, and fundraising.

Duties Include:

- Managing The Center's social media accounts
- Creating social media posts and marketing campaigns
- Creating and distributing materials for event promotion and program outreach
- Increase online engagement from followers
- Assist with the planning and execution of special events
- Develop and execute fundraising opportunities for The Center
- Record donor information in database
- Assist Center staff with other needs as requested

Qualifications Include:

- Experience working with fundraising, donors, and special events
- A willingness to reach out to the community
- Feel comfortable designing and executing a program or event
- Experience managing social media accounts in a professional manner
- Strong organizational & time management skills
- Proficient in using Microsoft office programs
- Ability to work in a confidential environment
- Able to fulfil minimum requirements for volunteer: initial interview, 32-hour training, continuing education hours, background check, follow-up interview.

Graphic Design (15-20 hours per week)

Internship for artists seeking to gain experience creating content for nonprofits. This will include work in: graphic design, web design, photography, videography, and more.

Duties Include:

- Updating and maintaining The Center's website
- Creating educational, outreach, and awareness content such as: posters, flyers, brochures, videos, and other visual materials (electronic & print).
- Documenting and sharing The Center's activities and events through photography & videography work.
- Coming up with designs for t-shirts, bags, and other promotion & fundraising items.
- Assisting marketing team with creating content for marketing and fundraising campaigns.
- Helping to promote The Center in other artistic ways, as you are inspired or as assigned.

Qualifications Include:

- Experience in graphic design, web design, photography, videography, and other arts
- Able to provide portfolio with examples of art/design work
- A willingness to reach out to the community
- Feel comfortable designing and executing visual projects
- Strong organizational & time management skills
- Proficient in using design programs
- Ability to work in a confidential environment
- Able to fulfil minimum requirements for volunteer: initial interview, 32-hour training, continuing education hours, background check, follow-up interview.