

Ampersand Sexual Violence Resource Center

Position Description

Position: Fall Development & Marketing Intern

Updated: April 2018

This position reports directly to the Director or Coordinator of Development & Marketing

Essential Duties

Provide assistance to enhance implementation and growth of Development and Marketing activities.

1. Assist development staff in the planning and implementation of development operations that include:
 - a. Development & implementation of annual signature event, Halloween Soiree
 - b. Support during Feud for a Cause fundraising event
 - c. Preparation for online giving campaign, GoodGiving Challenge
 - d. Assistance with annual written appeal
 - e. Coordination with community partners on additional fundraising events throughout the semester
 - f. Maintenance of donor database
2. Marketing
 - a. Composition of content for agency website & social media
 - b. Operation of agency social media accounts
 - c. Creation of outreach materials as needed
 - d. Development of agency marketing plans
 - e. Composition of related blog posts
3. Assist with other administrative duties as needed including:
 - a. Filing, typing, scanning, copying, printing, organizing files, etc. as needed
 - b. Completion of 40 hour volunteer training
4. Development of alternative project specific to internship

Qualifications

- Ability to work flexible hours, including evening and weekends
- Proven ability to work well in a team setting while also being able to work independently
- Excellent communication (both verbal and written) and interpersonal skills
- Proven multi-tasking, organizational and time/decision management skills
- Ability to work well under stress in a deadline oriented environment
- Willingness to take an intersectional, anti-oppression approach to the work
- Ability to pass a background and reference check
- Successful completion of a 40-hr training session provided by Ampersand
- Knowledge of dynamics of trauma and impact of sexual violence preferred