



INTERNSHIP OPPORTUNITY

Date Updated:	9/18/19	Position:	Marketing & Fundraising Intern
Department:	Resource Development	Reports to:	Marketing & Communications Manager
Location:	Main Office 80 Joseph E. Lowery Blvd Atlanta, GA 30314	Salary Band:	College Credit

POSITION SUMMARY:

This position will support the Resource Development department and report to the Marketing & Communications Manager.

PRIMARY RESPONSIBILITIES:

1. Assist with social media posting and scheduling
2. Assist with drafting stories for internal and external newsletters
3. Assist with basic graphic design
4. Assist with community and current event research
5. Assist with donor research and donor mailings

QUALIFICATIONS:

- Proficient in Microsoft Office Programs, especially Microsoft Word and Excel
- Strong Organizational Skills
- Ability to pay attention to details
- Interest in journalism and storytelling
- Excellent oral and written communication skills
- Willingness to accept a variety of tasks
- Ability to work independently
- Currently enrolled in undergraduate college – internship is for school credit

WORKING CONDITIONS:

Normal well-lit confidential office environment where there is little to no physical discomfort due to temperature, dust, noise and the like. May be required to meet with staff throughout the facility and in remote offices.

TO APPLY

Please send your resume and a brief explanation of your interest in the internship to Claire Maxwell at claire.maxwell@familiesfirst.org.