

Job Description

Non-Profit Development & Communications Intern

Massage Therapy Foundation

www.massagetherapyfoundation.org

Job Location: Evanston, IL

Job Status: Part time – Flexible Hours

Starting Date: August/September 2017

Internship term: 10-12 weeks (possibility of an extension thereafter)

\$8.25/hour stipend

Supervisor: Development & Communications Manager

Responsibilities

- Assist with website and updates via WordPress.
- Assist with developing marketing strategies in accordance with the Communications and Marketing Plan.
- Assist with internet research.
- Assist with performing administrative duties including updates in donor database & marketing software.
- Assist with development data entry & stewardship administrative duties.
- Conduct research on funding possibilities for programs and initiatives.
- Assist with development of program specific grant proposals.
- Assist with planning and implementation of fundraising events.
- Assist in responding to incoming queries.
- Assist with other tasks as assigned by supervisor.

Qualifications

- Self-starter – ability to work well without constant direction.
- Strong verbal and written communications skills.
- Strong organizational skills and attention to detail.
- Strong computer and internet skills.
- Proficiency with Microsoft Office required.
- Strong desire to learn along with professional drive.
- Passion and interest in the non-profit sector and its best practices.
- Design ability and Adobe Creative Suite experience a plus.
- Basic experience with database software a plus, but not required.
- Experience with WordPress or similar website Content Management System a plus.
- Ability to learn software and programs quickly a plus.

Skills gained

- Enhance written and oral communications skills.
- Learn basic database software and WordPress CMS.
- Enhance communications and marketing skills including Marketing Planning.
- Learn successful grant-writing techniques and gain development cooperation.
- Learn about how a non-profit secures funding.
- Provide an inside look at the day-to-day operations of a non-profit.

To apply

Email resume and cover letter to:

Marla Gamze, mgamze@massagetherapyfoundation.org