



Position: Development and Events Intern

Description: Voices for Children seeks an intern to assist with development and event efforts. This position provides an excellent opportunity to gain hands-on experience in various aspects of marketing and development while working for a well-known community-based nonprofit.

Responsibilities:

- Assist with Voices for Children's social media presence
- Coordinate planning and details for fundraising events and initiatives
- Draft distribute and pitch press releases, media alerts and other stories
- Update the Voices for Children website as needed
- Assist with donor and volunteer recognition and relations
- Assist in the planning, writing and managing of monthly e-newsletter
- Collaborate with staff on digital strategy and new ideas to improve digital marketing
- Other general administrative tasks as needed

Qualifications:

- Able to work remotely
- Have strong administrative and organizational skills
- Ability to work with sensitive information
- Be an effective communicator, both written and oral
- Ability to prioritize, multitask and meet deadlines
- Have excellent computer skills with an aptitude to learn new computer programs with ease
- Ability to get things done, remain motivated and be successful with minimal supervision

Compensation: This is an unpaid volunteer internship.

Hours: 10-15 hours a week. Work schedule is flexible between 8:30 AM - 4:30 PM Monday-Friday. Must be willing to work occasional evenings and weekends for events.

To Apply: Please send application and resume to mpineda@vfcbrasos.org