



Position: Development Intern / Shop for CASA Project Intern

Description: Voices for Children seeks an intern to assist with day to day activities for the Development Team. This position provides an excellent opportunity to gain hands-on experience working with donors, volunteers, and community members while working for a well known community based nonprofit. This position is suited for those interested in donor relations, volunteer relations, event coordination, and marketing and communications.

Shop for CASA Kids is Voices for Children's annual school clothing drive that gives children in foster care a confident start to the school year. Shop for CASA Kids is an opportunity to meet a need for children in our community. CASA volunteers collect the sizes and needs from the children they serve, and when a donor signs up they are matched and shop based on the child or children's preferences. This system ensures that not only does every child get new clothes, but clothes they are excited to wear.

Responsibilities:

- Project assistant on Shop for CASA Kids school clothing drive
- Facilitate communications between donors and volunteers
- Develop and maintain social media and communications for Shop for CASA
- Serve on event committees (Golf Tournament and Wine & Wassail)
- Aid with training and coordination of volunteers
- Other general administrative tasks as needed

Qualifications:

- Able to work in our Downtown Bryan office
- Have strong administrative and organizational skills
- Ability to work with sensitive information
- Mature and responsible
- 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: 20-40 hours a week. Work schedule is flexible between 8:30 AM - 4:30 PM Monday-Friday. Must be able to commit to an assignment for at least 2 months.

To Apply: Please send a cover letter and resume to mpineda@vfcbrasos.org by **May 1, 2022**.