



DEVELOPMENT/COMMUNICATIONS INTERNSHIP

Title: Development & Communications Intern

Reports To: Co-Executive Director

Location: 2524 16th Ave S - Seattle, WA 98144 (mostly virtual)

Timeframe options: December 2021 - May 2022

About Global Visionaries

Global Visionaries (GV) is a 501c(3) nonprofit organization that invites youth from diverse socio-economic, racial, and ethnic backgrounds to be active leaders in their local and global communities. We foster leadership skills grounded in environmental and social justice. We typically serve over 200 US students and 100 Guatemalan students.

Position Summary

This Internship is designed for an individual who wishes to gain hands-on experience with general nonprofit work, development and communication management. Intern will work directly with the Co-Executive Director (Development/Operations) to help organize and implement our e-communications calendar (newsletters and social media) as well as some development work (either grants or events).

Specific duties include, but are not limited to

- Implement quarterly e-newsletter with creation of template and collecting content for staff approval
- Assist in the creation (graphics) and delivery of social marketing and other online communication
- Prepare reports and presentations for internal and external use as needed
- Assist with updating and maintaining GV's database, donor files and other development materials, as needed
- Option 1: GRANTS:
 - Conduct research on individual, foundation, and corporate donors
 - Research and identify grant prospects and collaborate on grant writing
- Option 2: EVENTS:
 - (Jan-May) Participate in Gala Planning Committee
 - (Jan-May) Take on specific role within the Gala Planning Committee (volunteer management, auction procurement, logistics, marketing or other role)

Qualifications

- Possess an interest in a nonprofit career
- Strong communication skills - particularly for corporate communication - and attention to detail
- High ethical standards and personal integrity
- Demonstrated desire to learn and ability to work in a multi-faceted capacity
- Creative, genuine, and positive mindset
- Experience with Microsoft Office 365
- Familiar with various social media platforms

Preferred (but not required) Qualifications

- Writing experience
- Experience using mass email marketing platforms such as MailChimp or Constant Contact
- Familiar with Adobe Creative Suite

Hours, Start Date and Duration: ***NOTE - Intern will work remotely at least for the fall, until otherwise adjusted.***

Flexible within business hours (9:00 am- 5:00 pm). A firm commitment of 10-20 hours per week is required. Minimum 3-month commitment, with a 6-month commitment desirable. May include some evenings and weekends. The internship will start at a mutually agreed upon date and may continue depending on mutual interest and satisfactory performance.

This is an unpaid internship, but can allow access to credit (CPT/OPT eligible) if permitted by the college/university of the applicant. Position offers an excellent opportunity to work on substantive projects and can result in a great reference.

How to Apply

Email cover letter/resume to development@global-visionaries.org with subject line "Application for Development/Communications Intern".