

Development Department
Volunteer Job Description
Intern

Purpose of Position

- A six month internship for students to assist the Development Department in all responsibilities

Qualifications

- Computer skills must include Microsoft Word and Excel
- Proficient writing skills
- Team Work Personality

Reports to

- Julie Ann Finney Director of Development

Responsibilities

- Assist with all funding raising efforts including data base maintenance and mailings, grant writing, computer chart assembly for various data forms

Training

- On the job

Time Commitment

- Monday – Friday, 10 a.m. – 2 p.m., however we will work with students schedule

Benefits

- Learning how a non-profit development department works

Contact Information

- Julie Ann Finney or Kristy Day
- 310-831-1145 x119