

# YWCA IS ON A MISSION

## Development and Marketing Internship

Support the daily tasks of the Development department to advance the goals of the organization. Effectively manage the following job functions and related activities:

- **Development Support:**
  - Assist with the refinement and management of the Volunteer Program (i.e. processes and policies)
  - Assist with donor stewardship tasks
  - Research and collect current and new grant information
  - Provide assistance with grant management tracking system (Asana)
  - Provide data entry & maintenance support as needed in CRM system (Donorview)
  - Assist with event coordination for YWCA Development events
  - When available, take meeting minutes at Development Committee meetings
  - Participate in various development projects as they arise
- **Marketing Support:**
  - Assist with taking photos as needed at on-site events & uploading them to shared drive
  - Write blogs to be featured on website and social media
  - Assist with the development of the social media content calendar by drafting posts
  - When available, take meeting minutes at Marketing Committee meetings
  - Participate in various marketing projects as they arise

### Qualifications:

- Interest and passion for development, marketing, or communications
- Ability to work individually or on a team
- Strong communication skills both verbal and written with attention to details
- Preferred majors: Business Administration, Marketing, Public Relations, Communications
- Proficient in Microsoft Office
- Pass a background check

To apply: Please email resume and cover letter to Rui Gui at [rgui@ywcaerew.org](mailto:rgui@ywcaerew.org). Please specify which internship you are interested in applying for as well as hours needed and what school you are attending.



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empowering women  
**ywca**

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