

# 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 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 (DonorPerfect)
  - Assist with event coordination for YWCA Development events
  - When available, take meeting minutes at Development and Marketing 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
  - 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 apply online at [ywcanein.org/employment/](http://ywcanein.org/employment/), and complete the application in full. Thank you for your interest!