

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:

Marketing Support:

- Assist with advertising and photos (as needed) at on-site events & uploading them to shared drive
- Blogs/posts to be featured on website and social media
- Assist with the development of the social media content calendar by
- Participate in marketing projects
- Record meeting minutes at Marketing Committee meetings, as needed

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
- Provide data entry & maintenance support as needed in CRM system (Donor Wrangler)
- Assist with event coordination for YWCA Development events
- When available, take meeting minutes at Development Committee meetings
- Participate in various development projects as needed

To apply: Please email resume and cover letter to: info@ywcacenin.org. Please specify schedule availability.