

Administrative Intern Job Description

Fall 2019

About Literacy Partners:

Literacy Partners aims to break the cycles of poverty and illiteracy for this generation and those to come. Through our free adult literacy classes, New Yorkers gain the skills they need to succeed in their education, at work, at home, and in their families. <https://literacypartners.org/>

We are committed to diversity and a proud Equal Opportunity Employer. We are committed to creating an inclusive environment for all employees.

Internship Description:

This position will acquaint you with the inner workings of fundraising and communications. It will also provide the opportunity to learn Raiser's Edge - one of the top 5 donor management and fundraising softwares used in the nonprofit sector.

The intern will work primarily with the Associate Manager of Development and Communications to assist with all elements of fundraising. Database tasks include data entry, record maintenance, and data extraction and reporting. Other tasks include proofing collateral for mailings, providing support on social media and fundraising events, and executing other administrative tasks.

Essential Functions:

- Database maintenance and data entry.
- Undertake research for prospective donors and ensure donor's information is accurate.
- Proof, edit, and update text for donor communications as necessary.
- Provide event support as needed.
- Support the administration of the development department (mailings, filing, etc.).

Qualifications:

- Enrolled in an undergraduate or graduate program in New York City
- Excellent oral and written communication skills
- Highly motivated and able to work independently or part of a team
- Keen attention to detail
- Proficiency in Microsoft Excel
- Experience with Raiser's Edge or other fundraising databases a plus
- Experience with development and nonprofit fundraising a plus
- Interest in working in a nonprofit setting a must.
- Familiarity with Microsoft Office and Google Drive a must

Hours: Applicants are asked to commit a minimum of 15 hours a week to the internship.

Compensation: This is an unpaid/volunteer internship. Metrocard reimbursement is provided.

To Apply: Please send a cover letter and resume along with one short writing sample to Rosa Loza at rosal@literacypartners.org. Please use the subject line "Administrative Intern." No phone calls please. Candidates selected for the interview phase will be contacted.