

Administrative Intern Job Description

Summer 2019

The Development and Communications Department of Literacy Partners is seeking an Administrative Intern. If you are interested in pursuing a career in the non-profit sector, this opportunity will allow you to get an inside perspective of Literacy Partners and nonprofit operations. 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.

Internship Description:

The intern will work primarily with the Associate Manager of Development and Communications to assist with all elements of fundraising. The intern will learn to use the database (Raiser's Edge and Raiser's Edge NXT). Database tasks will include data entry, record maintenance, data extraction and reporting (queries and exports), and donor prospect research. Other tasks include proofing collateral for mailings, assisting with donor communication and fundraising mailings, providing occasional social media support, and executing other administrative tasks.

Essential Functions:

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

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
- 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. A metrocard 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.

LITERACY PARTNERS

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.