

## **Development Intern**

### **Job Overview:**

Community Lodgings is an Alexandria-based non-profit organization that has been helping local homeless and low-income families for over 30 years by providing a variety of affordable and transitional housing options as well as youth education programs. Our mission is to lift families from homelessness and instability to independence and self-sufficiency. As a Development Intern, you will play a key role in supporting our fundraising efforts, donor stewardship, and increased awareness of our services through social media and outreach. The ideal candidate is highly motivated to make a difference in the community, works well in teams and independently, and is a creative communicator. This internship is unpaid.

### **Areas of Responsibility:**

- Keep community calendars current
- Assist with donor stewardship via communications and mailings
- Act as an ambassador to create awareness and engagement in the community
- Obtain and create content for newsletters and eblasts
- Manage social media marketing and communications
- Other duties as assigned

### **Qualifications:**

- Current undergraduate student majoring in business, communications, non-profit management, public relations, or marketing
- Completed background check
- Local travel required; must have reliable transportation
- Demonstrated verbal and written communication skills including but not limited to drafting and editing business letters and documents
- Current knowledge and experience working with social media
- Experience working with graphics and graphics programs preferred
- Working knowledge of software applications such as Word, Access, Excel and Publisher
- Knowledge of the nonprofit sector and Northern Virginia community is a plus
- Proficiency in the Spanish language is a plus but not required

### **Learning Outcomes:**

- Increased understanding of the issues faced by homeless and low-income families in our community
- Understanding of the non-profit development process and supporting databases
- Increased intercultural communication competency
- Increased understanding of nonprofit stewardship

**To apply, fill out our online volunteer application and send your resume/CV and a cover letter to [kkittrell@community-lodgings.org](mailto:kkittrell@community-lodgings.org).**