INTERNERSHIP OPPORTUNITY

Position: Communications/ Development for a community nonprofit organization

Intern (10 hrs./week, from 9/2017 until 12/2017. (Full school-year internship and summer internship also possible.) Salary: School Credit OR Stipend ($500)

Summary of Duties:

Unit: Administrative
Positions Available: One
Reports To: Communications Editor
Posting Date: 8/18/2017

• Assist the Communications Editor with writing and editing agency materials
• Assist staff with website updates
• Oversee social media (Multiple Facebook, Twitter, Instagram, YouTube accounts)
• Assist the Development Associate with event planning (including working at events)
• Assist Development Team with donor database
• Help Development Team with administrative duties (filing, copying, mailings, etc.)

Minimum Requirements / Qualifications:

• A High School diploma or equivalent; Some college work;
• Excellent writing, communication and organizational skills;
• Ability to work independently;
• Demonstrable working knowledge of the use and operation of personal computers;
• Ability to learn and use office equipment, including telephone, copier and printer;
• Familiarity with social media, Photoshop, InDesign, a plus;
• Bilingual (Korean/English; Spanish/English), a plus.
• Schedule: 10 hrs./wk. (M,W, F), hours flexible depending on school schedule

To apply, please e-mail: kkim@kyccla.org Please reply by September 11, 2017
Required Documents: • Resume and cover letter