



Job Description: Development and Communications Intern

Reports to: Director of Development and Marketing
Development Coordinator, and Volunteer Manager

Organizational Overview:

Kate's Club is a leading Atlanta area nonprofit organization that empowers children and teens facing life after the death of a parent or a sibling. By creating friendships with kids and young adults that share the experience, Kate's Club guides children through their grief journey in a comfortable, safe, and uplifting setting. See www.katesclub.org for more information.

Internship Guidelines:

Kate's Club is seeking a Development and Communications Intern. Interns can be undergraduate or graduate students. Interns can work toward course credit. No financial compensation is available. Specific internship period, hours and work agreements are negotiable; at least 24 hours a week of in-office availability is preferred. Candidates should have a passion for Kate's Club's mission and the ability to play an integral in advancing the organization's efforts reach the estimated 70,000 children and teens in Metro Atlanta facing life after the death of a parent or sibling. Interns have the opportunity to gain significant professional experience, playing a lead role in the design and implementation of critical projects, and gaining exposure to every aspect of a dynamic and growing organization.

Duties and Responsibilities:

- Assist with maintaining the development and communications plan/calendar
- Research content for and draft newsletter to send to database using Constant Contact
- Interview, research, or observe programs, donors, or staff for blog posts
- Monitor and update website content as needed
- Assist with the marketing and logistics for third party events
- Provide support for on-going development activities including prospect research, grant research and drafting, and program marketing.
- Create social media marketing, recruitment, and event updates for all events and programs
- Attend and participate in event related activities and meetings (some weekends and evenings required)
- Regularly update and manage donor data in current CRM database

Qualifications:

- Demonstrated interest in nonprofit management and/or working with children
- Understand and actively use social media platforms, including, but not limited to, Facebook, Twitter and Instagram
- Must learn quickly, thrive in an environment with competing demands and quickly changing priorities, and be able to thrive in an environment where team members are given general directions and expected to figure out the details
- Efficient and technologically competent
- Must be an excellent writer, able to consistently and effectively communicate Kate's Club's mission
- Extremely detail-oriented and organized
- Professional, consistent, reliable and proactive in job duties
- Strong interpersonal and communication skills

Application Process:

To apply, please submit the following to info@katesclub.org:

1. Resume
2. A cover letter, no more than 2 pages in length that includes:
 - The start and end date of the period that you are available
 - Your available number of hours per week and preferred schedule
 - A narrative description of your relevant skills and experience
 - Whether or not you will be working for credit towards a degree or certification program
 - Whether or not you have reliable transportation to Kate's Club's offices in Brookhaven, GA