



Semester/Year: 2011

Number of Open Positions: 1-2

Volunteer Job Description – Intern or Practicum Student

Job Title: Development & Communications Intern

Objective: To assist the Development and Communications Manager in creating opportunities for online fundraising and marketing

Department: Administration

Volunteer Supervisor: Kate Howell, Development & Communications Manager

Location: IISTL, 3654 S. Grand Blvd.

Time commitment: 10-20 hours per week, schedule permitting

Responsibilities: Research online giving tools and opportunities. Create messaging and “look” for fundraising campaigns. Assist with promoting special events.

Qualifications: Writing, marketing, or fundraising experience. Desire to make an impact in the organization.

Training Requirements: Volunteer orientation

Benefits to Volunteer: Opportunity to make a long-term impact on the International Institute while gaining experience in the non-profit world.