

JOB DESCRIPTION

TITLE: Marketing & Development Assistant (Intern)
PROGRAM: Development
LENGTH OF INTERNSHIP: 3 months to 1 year (year round)
LOCATION: Everett
DATE: March 2017

GENERAL FUNCTION: This position works closely with the Development Team for Volunteers of America Western Washington. The M&D Assistant supports the processes in the Development Department by assisting with the administration of the day-to-day operations. This is an excellent opportunity to gain experience in all aspects of Marketing and Development in a not-for-profit organization.

PRINCIPLE ACTIVITIES: M&D Assistant assists with multiple projects as needed including:

- Social media and web interactive content
- Online opportunities and tools for community engagement (advocacy, newsletters, other marketing materials)
- Car donations
- Donor management and tracking systems
- Grant writing
- Donor relationships
- Fundraising and special events
- Graphic design support for web, social media, video and print materials
- Bulk mail preparation
- Special projects and other duties as assigned

QUALIFICATIONS:

- The ideal candidate is pursuing a degree in Marketing, Communications, or related field
- Strong organizational skills and attention to details
- Strong verbal and written communication skills
- Excellent customer service skills
- Proficiency in MS Office, strong Excel and Publisher skills preferred
- Ability to work under pressure and deadlines
- Ability to follow directions
- Ability to work independently as well as in a team

PHYSICAL REQUIREMENTS:

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- Works in office areas. Interacts with staff, consultants, and outside vendors. May be subjected to interruptions throughout the workday.
- Must be able to see and use computer and be able to hear well enough to communicate with staff and donors/vendors in person and over the phone.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job the employee is frequently required to sit, use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to lift up to 10 pounds. The vision requirement includes: close vision.

If you are interested or have questions, please submit a resume to
Development@voaww.org

Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.