



Position: Development and Events Intern

Description: Voices for Children is seeking an intern to assist with development and event initiatives. This is an excellent opportunity to gain practical experience working with donors, volunteers, and community members. The ideal student will have a strong interest in donor and volunteer relations, event planning and coordination, fundraising, marketing, and communications.

Responsibilities:

- Coordinate planning and details for fundraising events and initiatives
- Draft distribute and pitch press releases, media alerts and other stories
- Assist with social media and e-newsletter as needed
- Assist with donor and volunteer recognition and relations
- Collaborate with staff on digital strategy and new ideas to improve digital marketing
- Other general administrative tasks as needed

Qualifications:

- Ability to prioritize, multitask and meet deadlines with minimal supervision
- Have strong administrative and organizational skills
- Ability to work with sensitive information
- Be an effective communicator, both written and oral
- Have excellent computer/technology skills
- Highly motivated, who can work independently and collaboratively as part of a team
- Must have reliable transportation

Compensation: This is an unpaid volunteer internship.

Hours: 12-15 hours a week. Work schedule is flexible between 8:30 AM - 4:30 PM Monday-Friday. Must be willing to work occasional evenings and weekends for events.

To Apply: Please send application and resume to mpineda@vfcbrasos.org