

Development Internship



JOB SUMMARY:

Aspire East Palo Alto Charter School (EPACS) and East Palo Alto Phoenix Academy (EPAPA) aim to equip all students, regardless of background or preparation level, with the skills, habits, and character necessary to earn a college degree so that they have the opportunity earn a family-sustaining income and make a positive impact on their community. The Development intern will assist the Director of Development in the planning and implementation of communications, grant prospecting, and marketing activities for EPACS & EPAPA. Activities include regular writing newsletter articles, grant prospecting, posting website and social media updates (such as Facebook, Twitter, Instagram, website, etc.), proofreading publications and marketing collateral materials.

While assisting with a wide range of projects, interns will gain hands-on experience and training in many aspects of communications and marketing, while also acquiring a solid understanding of a nonprofit organization and public schools.

THIS IS AN UNPAID INTERNSHIP

QUALIFICATIONS:

- Excellent verbal communication, written, and analytical skills
- Interpersonal skills, able to interact with people of various backgrounds, including students
- Working knowledge of Microsoft Office programs (including Word, Excel, Publisher, and PowerPoint)
- Regular access to reliable transportation
- Strong sense of initiative, flexibility and cooperation in undertaking a complex workload within tight deadlines
- Ability to generate ideas and to think creatively
- Ability to edit and proofread with strong attention to details
- Ability to work as part of a team and on own initiative
- Communications/marketing major, nonprofit, journalism, or related field
- Experience working with websites, blogs, and social media and/or writing online articles/posts

DUTIES & RESPONSIBILITIES:

- Research and post on social media sites (Facebook, Twitter, YouTube, Google+, etc.)
- Provide tracking reports for social media sites
- Create, distribute and track blast emails through MailChimp
- Research and write articles for newsletters (internal, general and AdBoard)
- Assist in creating, repurposing and disseminating videos for a variety of audiences
- Assist with the production of marketing collateral materials

POSITION STRUCTURE:

- Up to 10-20 hours per week (4-6 month commitment)
- Flexible hours based on class schedule

How to Apply

To apply for this position, please email the following to Elisabeth Landa, Regional Director of Development at Elisabeth.landa@aspirepublicschools.org, with the subject heading "Development Internship":

1) Resume;

2) Cover letter detailing how your experience relates to the responsibilities and duties outlined above, along with your dates of availability. No phone calls, please. You may be eligible to receive college credit; you are responsible for setting that up with your college/university.