



JOB DESCRIPTION

Position: **Events & Engagement Intern**

Classification: Intern

Status: Part-time

Reports to: Development Director

Location: Tacoma, WA

Updated: June 2021

POSITION SUMMARY

An effective communicator who is organized and efficient, the **Events & Engagement Intern** will assist with donor and prospect focused events, donor updates and content development including social media, and assist in development duties as assigned.

Self-motivated and detail-oriented, the Development Intern will support the Development Team and play a key role in helping to successfully support the mission of Degrees of Change (DoC).

The Development Intern will gain valuable experience in general development practices and event management. They will deepen their organizational skills and understanding of how non-profit organizations operate.

EXAMPLES OF SPECIFIC RESPONSIBILITIES

GENERAL DEVELOPMENT

- Support the Development Team in fundraising efforts related to events, corporate sponsorship, and individual donors.
- Assist in annual giving efforts including direct mail, online engagement, and donor recognition.
- Work within donor database to draft and create emails, thank you letters, and run reports.

EVENT MANAGEMENT

- General event management including coordinating with vendors, distributing invitations, social media prep work, graphics work, and more.

COMMUNICATIONS & STEWARDSHIP

- Support the development of high quality and timely external updates to DoC funding partners, including social media and email content.
- Say thank you often, in various, sincere ways to our funding partners.

REQUIRED QUALIFICATIONS & EXPERIENCE

- Commitment to the mission and values of Degrees of Change.
- Pursuing a college degree.
- Deep commitment to educational, racial, and economic equity.
- Effective and efficient communicator with strong presentation and writing skills.
- Strong organizational, administrative, and interpersonal skills.
- Self-motivated, detail-oriented, flexible, and receptive to constructive feedback.
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Outlook).

TO COLLEGE AND BACK. TOGETHER.

We prepare diverse, homegrown leaders to succeed in college and use their degrees to build more vibrant and equitable communities.