

Development/Communications Internship Opportunity

Organizational Background:

Children's Law Center works to give every child in the District of Columbia a solid foundation of family, health and education. We are the largest provider of free legal services in the District and the only to focus on children. Our 80-person staff partners with local pro bono attorneys to serve 1,200 at-risk children each year. We use this expertise to advocate for changes in the District's laws, policies and programs.

Children's Law Center envisions a future for the District of Columbia in which every child has a safe home, meaningful education and healthy mind and body.

Job Description:

Interns are needed to provide support to CLC's Development and Communications Departments on a full-time or part-time basis during the spring and summer. Interns will gain hands-on experience in the areas of communications, fundraising and development and play a key role in preparing for the annual September benefit.

Duties:

- Track database records
- Participate in donor communications (written and phone)
- Conduct donor research
- Organize file cleanup
- Generate media kits
- Prepare and post website updates
- Assist with mailings
- Assist with planning of 450+ guest Kennedy Center event
- Help organize silent auction/raffle

Requirements / Qualifications:

Individuals with a strong background in fundraising, development, communications, journalism, advertising or English are desired for this position. Event planning experience a plus. Applicants should have exceptional written communication skills as well as a high attention to detail. Proficiency in MS Office and database applications is necessary. Applicants may be current students, recent graduates or experienced individuals with a strong work ethic.

For more information or to apply, contact:

jobs@childrenslawcenter.org