



DEVELOPMENT & COMMUNICATIONS INTERN POSITION DESCRIPTION

Reports to: Development Director

10-20 hours/week

Unpaid internship; course credit available

Specific schedule and duration of role flexible depending on candidate

PURPOSE:

The Development & Communications Intern assists the CASA of Larimer County development team in creating social media and blog posts, and provides support for outreach opportunities and events.

CORE RESPONSIBILITIES:

- Creates purposeful social media and blog posts by collaborating with program staff
- Supports planning and preparation for outreach and fundraising events (including the annual April Awareness Campaign & Light of Hope fundraiser)
- Assists with stewardship and recognition of donors and corporate sponsors
- Assists with data organization and entry
- Communicates clearly and consistently with development team members

QUALIFICATIONS:

- Strong organizational skills with attention to detail and follow-through
- Ability to develop strategic communications that appeal to specific target audiences
- Excellent written and verbal skills
- Teachable and demonstrates a positive attitude
- Demonstrates creativity, initiative, and the ability to work both independently and as a team player
- Ability to work with individuals from diverse backgrounds
- Committed to the CASA of Larimer County mission, vision and values
- Basic computer skills (Microsoft Word, Excel, email)
- Experience managing a social media account preferred
- Experience with graphic design, photography/videography, website management a plus

To apply, please submit cover letter and resume to mary@casalarimer.com. Position will be open until filled.

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