



DEVELOPMENT & MARKETING INTERN

Spring Semester

Global Village Project is an accredited, non-profit middle school serving refugee young women ages 11-18 who have experienced interrupted or limited education. The **Development & Marketing Intern** will support the Development team in increasing revenue from our spring fundraising campaigns and events. In the Spring, the internship will focus on: donation processing and data management in the Salesforce CRM database; social media expansion; event planning and sponsorship solicitation, assisting with developing and executing a marketing campaign for our Tribute to Education Gala; Our commitment is to help this intern gain experience in several aspects of fundraising through data management, communications, and event planning, and to provide the opportunity for this intern to take a leadership role in planning one of our annual special events.

Intern responsibilities may include:

- Assisting the Development team with planning signature Tribute to Education Gala, one of GVP's highest-grossing events
- Assist with writing for social media and managing email tools and other communication systems
- Collaborating with Development team to plan a Donor Appreciation event
- Soliciting business sponsorships and in-kind donations for spring fundraising events
- Assisting the Development team with executing the Tribute to Education Gala campaign through social media and email communications
- Other duties as assigned

Specific schedule requirements: Minimum of 12 hours per week preferably spread across 3 days, 9:00 a.m. to 5:00 p.m. or as needed. Occasionally this intern may be asked to attend events outside of traditional business hours.

Required qualifications:

- Ability to write cogently for social media and leverage online platforms to plan and execute social media campaigns (i.e. MailChimp, Hootsuite, etc.)
- Meticulous and detail oriented, with the ability to self-monitor for mistakes and troubleshoot
- Self-starter who will take ownership of a project and initiate tasks
- Works well with others in a team
- Proficiency with computers, particularly Google Drive and Microsoft Office Suite

Preferred qualifications:

- Experience with event planning
- Previous experience working with refugees or in any multicultural environment
- Prior experience or willingness to learn graphic design tools such as Canva
- Familiarity with data entry in Salesforce or another CRM database

Interested persons should send resume and contact Teni-Ola Ogunjobi, Community Engagement Manager, Global Village Project, taogunjobi@globalvillageproject.org.

**This is an unpaid internship. Intern positions are open until filled. College credit can be arranged.