



## **Development Summer Intern**

### **Duties and Responsibilities:**

- Research potential donors using Relationship Science, other tools, and internet (training provided)
- Conduct research on current social issues impacting our youth and their families
- Collect information packets from top-notch organizations and recommend improvements to our info packet based on those findings
- Improve our existing social media, e-marketing, and online presences by examining best practices, current trends, and emerging technologies and practices
- Raise awareness of our work by researching and communicating with organizations (such as service and fraternal organizations) where Domus could speak
- Design fliers and other marketing materials for special events
- Learn about the development, writing, packaging, and submission of grant proposals by preparing at least one grant
- Create promotional videos to help potential funders understand our work
- Help with website design and management
- Plan/coordinate mentor networking activities (including records management)
- Create a web-enabled volunteer intake form
- Research and compile a list of resources for volunteers (YouTube, TedX, publications, etc.)
- Assemble calendar of volunteer trainings
- Keep the Lockwood building's free book cart neat, filled, and enticing

- Research and report out on other volunteer programs: Are there other programs that customize the experience to the extent we do? If so, what are the similarities/differences?
- Support satellite volunteer programs as time permits
- Coordinate the planning of and participation in the two summer intern activities with the other interns
- Coordinate efforts to devise a social media strategy for outreach to 18 to 25-year-olds which will include using the interns' social media channels to actively promote Domus
- Internship position will also have its share of busy work including envelope stuffing and administrative duties like data entry
- Responsibilities may change as needs arise

### **Qualifications:**

- Concern for the population we serve
- Committed to Domus core principles and Sanctuary Model® commitments
- Excellent written and verbal communication skills
- Strong work ethic and willingness to learn
- Self-motivated, independent, and organized
- Comfortable conducting online research
- Computer-based design skills and video production skills preferred