



Position Title: Development and Communications Intern

Summary: The mission of Big Brothers Big Sisters is to create and support one-to-one mentoring relationships that ignite the power and promise of youth. We are looking for a Development and Communications Intern to join a vibrant and experienced fundraising and events team. Work is assigned and supervised by the Chief Development Officer. An ideal candidate is an individual with a passion for youth services, strong writing abilities, and great organizational skills.

Availability: 10 to 15 hours per week through December 2022

Compensation: \$15.00 per hour

Schedule: Partial in office and partial remote (home office and/or onsite at events). Office is located at 6443 SW Beaverton-Hillsdale Highway, Suite 200, Portland, OR 97221.

Responsibilities:

- Work collaboratively within a well-respected non-profit organization that is making a positive impact in the lives of youth
- Serve as key member of fund development & marketing team
- Develop and coordinate social media schedule & post content on BBBS social media platforms: Facebook, Twitter, Instagram, and LinkedIn
- Monitor, track and report on social media outreach and analytics
- Assist in the creation of compelling storytelling pieces to demonstrate the impact of our work
- Assist with production of e-newsletters or other communications to donors and event participants
- Assist with fundraising events
- Serve as communications and engagement lead on cause-marketing promotions (Fall/Winter promotions anticipated with Nordstrom Rack, Starbucks Foundation, Express, Macy's, Merrell, LIDS, Amazon Smile, Fred Meyer Rewards).
- Support needs for special reports, donor research, studies, summaries, and collateral materials
- Research on potential corporate and foundation supporters

- Administrative support to the development department
- Attend weekly Development Team meetings

Equal Opportunity Employer:

At Big Brothers Big Sisters Columbia Northwest (BBBSCNW), we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and colleagues without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law.

BBBSCNW is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Application Process:

Interested candidates should forward a resume and a writing/project sample of their choosing to Cynthia.Thompson@bbbsnorthwest.org