**Development Internship**

**Location:** *Waterloo Office*

**Reports to:** Communications and Events Manager

**Status:** Unpaid Internship

**Internship Summary:**

The Development Intern will work closely with the Development team to assist with event planning, community outreach, marketing, and grant management.

**What You Will Do:**

* Assisting in the development of agency publications such as newsletters, annual reports, brochures, blog posts, and flyers
* Assist with mailings and distributing flyers for fundraising and outreach events
* Assist in donor engagement with thank you, notes and phone calls
* Assist with tasks related to fundraising events i.e.., room set up, auction item pick-up, creating table reserved signs, etc.
* Accompany FOF staff during presentations, outreach and fundraising events
* Plan and create social media content across Facebook, Twitter, YouTube, Instagram, TikTok, and LinkedIn.
* Take photos and videos at FOF events, trainings, meetings, etc.

**Internship Requirements:**

* Exhibit a belief in non-violence and a willingness to advocate on behalf of populations affected by domestic violence, sexual assault, human trafficking, other violent crimes, and homelessness in a non-discriminating manner.
* Respect the confidentiality of clients receiving services through Friends of the Family
* Exemplify Friends of the Family’s Core Values
* Believe in our 10 year vision: Everyone Has a Home
* Ability to pass a criminal background check

**Internship Qualifications:**

* Attending college for a degree in Family Services, Communication, Marketing, Education, Human Services, or another related field
* Ability to complete the required university service hours during normal office hours (M-F 8-4:30)

**For more information or if interested, please email Madison Gaffney, Volunteer Manager, at** [**madison@fofia.org**](mailto:madison@fofia.org) **with the subject line “Development Internship”.**