

CELEBRATING



girls
inc.®

Girls Incorporated
of Chattanooga

Development and Communications Intern

Girls Inc. seeks an UNPAID part-time intern for up to 20-25 hours/week. This position reports directly to the Development and Communications Associate and is responsible for assisting with fund development and communications functions for the organization. This is an excellent opportunity to gain first-hand experience.

The intern will:

- Research potential grants and data needed for grant proposals
- Assist with special events
- Write website copy and articles for newsletter as needed
- Assist with mailings to donors and Girls Inc. supporters
- Maintain and update social media pages and profiles, such as Facebook and Twitter
- Assist with promotion of Girls Inc. programs
- Other administrative tasks as needed

Requirements:

- Excellent writing skills
- Enthusiasm for special event planning
- Strong research and brainstorming skills
- Interest in nonprofit fund development
- Detail-oriented
- Creative
- Able to multi-task and work in a fast-paced environment

Girls Incorporated® of Chattanooga is a non-profit organization that was founded in 1961 to support the needs of all girls by educating them to take risks, to speak their minds, to advocate healthy lifestyle choices, to protect their rights and to strive for academic excellence. Our mission is to inspire all girls to be strong, smart, and bold by providing a healthy and positive environment where girls can enjoy being girls; by providing enriching programs that nurture their capacity for personal achievement, confident adulthood, and economic independence; and by advocating for an equitable society.

Please submit a cover letter, resume and writing sample to scolbert@girlsincofchatt.org.

Girls Inc. of Chattanooga
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