

DEVELOPMENT AND COMMUNICATIONS INTERN

September - December 2024 (with the potential to renew for Spring 2025)

[On-site or Hybrid Opportunity, 8 to 10 hours a week, *Unpaid*]

Raising a Reader Massachusetts is seeking a professional, detail oriented and organized, Development and Marketing Intern for the Fall Semester. This is a great opportunity for a student who wants to learn and gain professional experience in fundraising essentials, create and design multi-use collateral for marketing, utilize research tools, refine their writing skills, and understand the strategic importance of database management. This position will be hybrid, with the ability to meet in-person as needed at our office in Boston's Financial District. This internship will start in September and end in December with the possibility to renew for the Spring semester. This is an unpaid internship, but we will provide what is needed by your institution to allow for class credit/work study status.

Raising a Reader Massachusetts (RAR-MA) is an early literacy family engagement organization with a mission to close the literacy opportunity gap among children from birth to age six in under-resourced communities by helping families to develop and practice shared home reading habits. RAR-MA's goal is to equip all parents and caregivers to become their child's first teachers, thereby eliminating the opportunity gap that impacts success in their child's K-12 school experience and beyond. Its two primary objectives are to develop children's language and reading readiness skills and to teach families how to build, practice, and grow reading routines with their children.

Responsibilities

- Work alongside the Development and Communications Team to brainstorm, create, and contribute to social media and all marketing communications projects
- Aid in operating social media platforms (Instagram, Facebook, LinkedIn, X, and YouTube)
- Conduct research on potential donors and foundations
- Submit sponsorship applications and outreach for in-kind donations in preparation for our signature fundraiser
- Draft correspondence, copy edit appeals, and proofread letters
- Assist with mailings, filing, and special projects as needed
- Support the Development Team with various projects, events, and meetings as needed

Qualifications

- Currently enrolled in undergraduate or graduate program
- Excellent interpersonal, organizational, verbal/written, and computer skills
- Ability to work independently and part of a team in a fast-paced environment
- Proficiency with Google Workspace, Microsoft Office, and Excel
- Willingness to learn/gain familiarity with CRM platform (Salesforce)
- Familiarity with email marketing software (ConstantContact)

To apply, please email a cover letter and resume to nina@raisingareaderma.org. Please no calls. Raising a Reader MA is an equal opportunity employer.