



# TOMORROWS ARE MORE IMPORTANT THAN EVER

## **DEVELOPMENT & SPECIAL EVENTS INTERNSHIP POSITION**

Junior Achievement's mission is to inspire and prepare young people to succeed. JA's proven lessons in financial literacy, work and career readiness, and entrepreneurship are shown to positively impact the lives of young people. These lessons align with national and state educational standards and are delivered to millions of students across the country with the help of our education partners and volunteers from the local community. The inspiration piece comes from community volunteers who not only deliver our lessons, but share their experience. In the process, these volunteers serve as role models helping to positively impact young people's perceptions about the importance of education, as well as critical life skills. Preparation involves our proven lessons that promote financial capability, work and career readiness, and business ownership. JA's programs ignite the spark in young people to experience and realize the opportunities and realities of work and life in the 21st century.

### **INTERNSHIP CONCEPT:**

This position is a great resume-building opportunity to support a respected and growing organization's development team. As an intern, you will assist with donor database management, prospect research, grant writing, and planning and implementation of JA's signature events. This role provides a beneficial environment for networking with business leaders and community volunteers.

### **PRIMARY RESPONSIBILITIES:**

- Works within JA's database to update accounts and input new individuals for upcoming fiscal year.
- Provides planning and implementation support for special events as assigned, including JA 18 under 18, JA Leading Ladies, JA Inspire and JA Office Warriors.
- Provides support to development team in grant writing through updating language and statistical information.
- Provides support in prospecting potential partners through LinkedIn research.
- Supports organizational needs related to board and committee meetings.

### **REQUIREMENTS:**

- Proficient in MS Office Suite
- Strong written and verbal communication skills, well-developed research skills and ability to multi-task
- Ability to learn new programs quickly
- Strong organizational skills
- Detailed oriented and dependable
- Ability to work some evenings when necessary

### **HOURS & STIPEND:**

- 8-16 hours per week, preferably split over multiple days
- Stipend ranging from \$250-500 based on hours worked and performance