



TITLE: Mission Engagement Intern

DEPARTMENT: Mission Engagement

REPORTS TO: Chief Mission Engagement Officer and Mission Engagement Director

PRIMARY FUNCTION: To assist CFMO and MED with day-to-day operations as well as large long-term projects.

TIME: Spring/Summer/Fall

KEY ROLES (Essential Job Responsibilities):

1. EVENTS
 - a. Assist in the planning and implementation of all events during the semester
 - b. Manage assigned portion of event
 - c. Manage volunteers for event
2. MARKETING & PUBLIC RELATIONS
 - a. Assist in management of website content
 - b. Assist in management of social media content
 - c. Assist in writing of press releases and other external documents
3. FUNDRAISING
 - a. Assist in development of annual campaign material
 - b. Assist in stewardship program
 - c. Assist in donor database entry and other projects related to donor database
4. MISCELLANEOUS
 - a. Management and execution of semester long project
 - b. Complete Boys & Girls Clubs of America Training.

RELATIONSHIPS:

1. Internal
 - a. Intern will work closely with Mission Engagement Staff and maintain positive relationships with all Boys & Girls Clubs Employees. Intern will learn private and secure information about donors and supporters of the club, this information does not leave the internal workings of the club.
2. External
 - a. Intern will project a positive image of the club and be aware of how they are portraying the Club message in the community.

SKILLS/KNOWLEDGE REQUIRED:

1. Working on completion of two year or four-year degree.
2. Interest in Nonprofit Development is preferred

3. Ability to manage multiple tasks and to develop solutions to problems with supervision.
4. Willingness to be trained in our protocols and structure and the ability to establish and maintain effective working relationships with Club Staff, Board Members, Community Groups, and other related agencies.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Must be physically able to travel, be able to lift at least 20 pounds, and be able to stand for long periods of time.