



Development/Public Relations Intern

Job Description

Development/Public Relations Intern:

Though many study focuses will find this internship helpful, areas of concentration that will best fit this position are business, communications, public relations, graphic design, English and those interested in pursuing a non-profit career. The development/public relations intern will assist the development team in all areas of fundraising practices.

The intern will also assist with the public relations efforts and the creation of graphic design material as needed. Other tasks may include data entry, prospect research, making thank you calls and help with mailings and working with local area schools' fundraising efforts.

The development/public relations intern will need to display excellent computer skills including proficiency in Microsoft Excel, Word, Outlook and PowerPoint.

Communication skills are essential as you may be speaking with donors or prospects.

Most importantly, successful applicants must have a genuine interest in all aspects of fundraising. The intern will be expected to work 10-15 hours per week and will report to the Development Associate.

Desired Skills:

Ability to communicate well both in writing and verbally

Experience in social media and marketing is a plus

Creativity

Critical and strategic thinking

Ability to communicate in delicate/sensitive situations and maintain confidentiality

Maintain a professional demeanor and appearance

Familiarity with Microsoft Word, Excel, PowerPoint and Publisher

Spanish speaking a plus

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