



STRONG WOMEN
strong girls

Development and Communications Intern

About Strong Women, Strong Girls:

Address and location: 262 Washington Street, Suite 602, Boston, MA 02108. Conveniently located on the Red, Orange, Green, and Blue lines between the Downtown Crossing and Government Center T stops.

Strong Women, Strong Girls has ambitious plans for growth and impact in the coming two years. Currently Strong Women, Strong Girls engages over 1,400 girls in after-school programming in three unique communities: Boston, Massachusetts, Pittsburgh, Pennsylvania, and Miami, Florida.

Strong Women, Strong Girls is seeking an intern to work in its Headquarters Office to support the creation and execution of national fundraising and communications plans.

Opportunities for the Development and Communications Intern:

Strong Women, Strong Girls is seeking a Development and Communications Intern to work with Strong Women, Strong Girls at least 10 hours per week. The Development and Communications Intern will work closely with the President and the Development and Communications Associate to support fundraising and social media efforts that positively impact all three Strong Women, Strong Girls communities, as well as build centralized infrastructure. This is an excellent opportunity for an individual with a strong interest in a nonprofit career to develop highly valuable, marketable skills.

Specifically, the Fundraising and Development Intern will be focused on these critical areas:

Grant Writing and Research:

- Work closely with the President to write, submit, and document grants to National foundations.
- Utilize resources such as The Foundation Center to identify potential new grants for submissions.
- Maintain an accurate and up-to-date grant calendar to ensure that applications and reports are submitted on-time.

Donor Cultivation and Engagement:

- Work with the President to write reports and updates for distribution to funding partners.

Communications:

- Work closely with the Development and Communications Associate in carrying out the Social Media Strategic Plan
- Manage Strong Women, Strong Girls' social media accounts (Twitter, Facebook and LinkedIn)

Qualifications:

- Exceptional written communication skills
- Strong oral communication skills
- Experience working with social media
- Prior experience with event-organization a plus, but not required
- The ability to work well independently in a fast-paced environment
- Strong commitment to supporting the healthy development of women and girls

Compensation:

- This internship is designed as an **unpaid** internship
- Students who are eligible for work-study through their University may be able to utilize this position for work-study funds

Applications:

Applications will not be read without a cover letter describing the candidate's interest and qualifications, a brief writing sample (no more than two pages) and his or her resume (in Word or pdf format). Please send all materials to jobs@swsg.org. In order to expedite the internal sorting and reviewing process, please type "Development and Communications Intern" followed by your name (Last, First) as the only contents in the subject line of your e-mail.

Application Deadline: Applications are due no later than Friday, January 13, 2012. Interviews will be granted as resumes are received, and the position may be filled prior to this deadline. The position will start mid- to late January.