



Deep Center, Inc.
P.O. Box 5582
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Deep Center, Inc. is seeking a Development Coordinator Intern

* This is an unpaid position.

Deep Center is a 501(c)3 nonprofit that provides free, fun, and rigorous writing workshops for public school students in Savannah, Georgia. We connect kids with a thriving community of writing mentors—local authors, poets, and journalists—to help them share their stories.

The Development Coordinator Intern will report directly to Deep's Operations Manager to support in outreach and development from September 2015 through February 2016.

This is a **project-based internship**, so hours will be largely intern-determined. The Development Coordinator will be responsible for three projects:

1. **Fall Fundraising Campaign:** Work as part of a team to support a grassroots mail campaign; receive and implement training on CRM maintenance through Salesforce, track campaign contributions and responses.
2. **Community Outreach Plan:** Create a plan to engage Savannah's neighborhoods, churches and communities with Deep. The Development Coordinator will present their plan to the Deep Staff and pending approval have the opportunity to implement their work.
3. **Deep Speaks Volunteer Leader:** Deep Speaks is a semi-annual book launch and literary reading that consistently draws crowds of over 500. The Development Coordinator will be responsible for specific tasks that relate to planning, volunteers recruitment and management the day of the event.

* Other responsibilities may include light administrative duties and attending weekly staff meetings.

Ideal candidate will have: self-discipline with strong time management skills, excellent written and communication skills, an in depth knowledge of Savannah's community, and a passion for Deep's mission.

This internship is a unique opportunity for a motivated individual to get hands on experience working behind the scenes of an award-winning non-profit organization. Please send cover letter and résumé to **Michelle@deepkids.com**.