

DEVELOPMENT AND COMMUNICATIONS INTERN

She's the First is seeking a part-time Development and Communications Intern to work from our Manhattan office for the Fall 2018 semester.

Our interns will serve as primary aides to the 6 full-time staff members and also support the volunteer teams & committees within the organization. This is a proactive internship where your work and ideas have a direct, visible impact.

ESSENTIAL QUALITIES

- **Creativity:** You enjoy participating in brainstorming sessions (and take *great* notes)!
- **Energy:** It *radiates* from you and shines through in person and online.
- **Organization:** You have impeccable attention to detail – your life could be color coded and alphabetized.

(Yup, that spells CEO – you know how to take charge!)

We're also looking for:

- **A smart & spunky personality.** Professional and personable.
- **The ability to focus on goals & tasks at hand while also able to think big, long-term, & multitask.**
- **Excellent Google Apps, email, and social media skills.**
- **An entrepreneurial spirit.** You have the discipline and the drive to thrive in a startup environment. No task is too small for you, no challenge too intimidating.
- **Strong follow-up.** You keep projects on track with effective to-do lists & deadlines.
- The ability to work well both **independently** and as part of a **team**.
- **A social media evangelist:** You believe in the power of networks, online & offline, to turn simple, small ideas into big, groundbreaking movements & shape educational models that will have a life impact on someone.

Responsibilities:

You will be directly assisting the Development and Communications Manager and Operations Assistant with the “back-end” needs of She's the First. Your primary focus will be supporting grassroots campaigns, fundraising events, and donor communications.

Duties include:

- Assist with planning and coordinating logistics for events and campaigns

- Updating our contact database as needed
- Processing donor tax receipts and thank yous
- Tracking the progress of online fundraisers (#CheeseTheFirst, Sweat for STF, etc.)
- Being an excellent brand ambassador
- Blogging & social media support
- Research

Your Strengths:

- **Need-to-have:** Fluency in the languages of Facebook, Twitter and Instagram, tech-savvy, superior organization skills, high levels of professionalism
- **Nice-to-have:** Graphic design, coding skills, natural writing abilities

Relevant Majors:

Communications, Journalism, Public Relations, Media, Marketing

REQUIREMENTS

Time: We'll need you for **15-20** hours a week, at least two days a week.

Location: 590 Avenue of the Americas, Chelsea, NYC.

Education: You must be currently enrolled at a college or university to receive course credit.

Compensation: The DevComms intern will receive a stipend of \$350. We'll work with your college & university to make sure you receive college credit. **Perks of the job include:** Free entry to events that we host and the chance to represent She's the First at exclusive events or conferences we are invited to, and to sit in on meetings with our awesome partners, volunteers, and donors. Opportunity to strengthen your social media skill sets and leadership qualities.

APPLY

You don't want to write a boring cover letter, and we don't want to read it! Instead, send us your resume and a writing sample that shows off your creativity and superb ability to communicate. We'll schedule interviews as applications are received, so apply early!

Apply for this position by Monday, August 6th at <http://www.shesthefirst.org/internships/>.