

Development & Communications Internship

Mentor: Sarah Carroll, KBS Development and Community Relations Coordinator

Level: 1/2-time (20-25 hours/week) for 12 weeks

This Internship is a unique opportunity to gain valuable skills and experience in relationship building, project management, the planning and execution of special events, meetings, and donor relations critical to the long-term viability of KBS. The intern's responsibilities may include drafting and producing fundraising materials, assisting with Campaign-related meetings and events, and assisting in the development and distribution of communication pieces.

Qualifications include excellent interpersonal, written and verbal communication skills, being highly organized, attention to detail, the ability to maintain confidentiality of all aspects of job responsibilities, a strong desire to continuously learn, and familiarity with Microsoft Office Suite (particularly Excel) and Adobe Photoshop and InDesign.

Desired background: Marketing, Communications, Professional Writing, Business, or related field.

Recommended course: Nature, Environmental, & Travel Writing (WRA 341)