

ACCESS College Foundation  
Position Description

Position: Communications Intern	Reports to: Annual Giving Manager
<input type="checkbox"/> Administrative/Clerical <input type="checkbox"/> Direct Program Services <input checked="" type="checkbox"/> Development Department <input type="checkbox"/> Other _____	

**Description:**

The Communications Intern reports directly to the Annual Giving Manager, and is responsible for assisting the Annual Giving Manager with mailings and publications as necessary, managing profiles on social networking sites such as Facebook and Twitter, documentation of student profiles, working on web-based appeals projects from start to finish, and assisting in the coordination of special events, meetings and fundraisers.

This position will be a part-time (15-30 hours per week), unpaid internship. This internship will count towards credit hours and will persist for the duration of 10-15 weeks. There are times that after hours and weekend work will be required.

**Minimum Qualifications:**

Student to be a junior or senior at a local college/university with a communications, or similar, major (i.e. communications/marketing, journalism, graphic design, etc). Successful candidate will have great attention to detail and be proactive. Excellent written and oral communication skills a must. Knowledge of Microsoft Office Suite preferred.

**Preferred Qualifications:**

Dependable transportation.

Experience with Constant Contact and/or Adobe Software a plus.

**Essential Functions:**

Responsibilities include but are not limited to the following:

1. Working with the Annual Giving Manager to conceptualize and implement publications for ACCESS College Foundation to be sent to various constituencies.
2. Working with the Annual Giving Manager to develop web-based giving initiatives by employing online giving devices and e-appeals.
3. Assisting with the coordination of special events, meetings and fundraisers.
4. Implementing and updating social networking sites such as Facebook and Twitter.
5. Interviewing and documenting student profiles to be uploaded onto the ACCESS website.
6. Assisting senior management with tasks and special projects as necessary.

**Specific Application Instructions:**

Please provide a resume and cover letter to:  
ACCESS College Foundation  
ATTN: Elizabeth Klein  
7300 Newport Avenue, Suite 500  
Norfolk, VA 23518

Or email them to [eklein@accesscollege.org](mailto:eklein@accesscollege.org)