

# **JOB** OPENING

## PEORIA PARK DISTRICT ADMINISTRATION

# **DEVELOPMENT INTERN**

POSITION: PART TIME / SUMMER 2020 / 15 – 20 HOURS PER WEEK

### **RESPONSIBILITIES**

- Assist Development Coordinator in maintaining donor database by entering in-kind donations, generating receipts, and updating donor information as needed. Interns will be trained in the database. No prior development database experience is required.
- Conduct donor research.
- In partnership with the Development Coordinator, create reports that track donor history.
- Assist with social media posts.
- Assist with fundraisers, including “Be Anything!”.
- Assist with writing materials as needed.
- Attend staff and development meetings when possible.
- Additional tasks and responsibilities as needed.

### **SUCCESSFUL CANDIDATES WILL HAVE**

- Applicants must be upper-level undergraduate (sophomore, junior or senior) or graduate level.
- Excellent communication skills, both written and verbal, and strong interpersonal skills including comfort interacting with children and families.
- Coursework or experience in a relevant area preferred – for example, development, public relations, communications or marketing, or non-profit management.
- Experience or interest in the work of community non-profits and/or children’s museums.
- Experience working with databases is a plus, but not required.
- Ability to work independently and take initiative on projects.
- Knowledge of and experience in social platform analytics, and how to use these to inform marketing strategies.

### **OTHER**

- Internship dates and hours: Mid-June to Mid-August (flexible). Interns are expected to work between 15 and 20 hours per week. This is an unpaid internship opportunity.
- All intern placements are contingent upon the successful completion of screening requirements including a background check.
- To apply for an internship: Please complete the “General Park District Employment” Application Form and check the internship box, located at: <https://peoriaparks.aaimtrack.com/jobs/>. Please be sure to complete the full application and attach a resume and cover letter.
- Please contact Jocelyn McDowell, Development Coordinator at [jmcdowell@peoriaparks.org](mailto:jmcdowell@peoriaparks.org) with additional questions.

