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 with additional questions.