



For Love of Children

Communications and Development Intern Job Description

OUR MISSION

For Love of Children (FLOC) is a community-based nonprofit organization in Washington, DC. Since 1965, FLOC has created innovative programs that address the needs of our city's most vulnerable children and families. FLOC's mission is to provide educational services beyond the classroom that help students with high academic and financial need succeed from first grade through college and career.

FLOC is a leader in the community and requires a robust communications and public relations program to maintain its position in the educational marketplace, recruit dedicated volunteers and students, and encourage engagement with donors. As a member of FLOC's development team, you will help implement strategic communications and support fundraising programs that help grow the organization's capacity to serve DC students.

Interns will be exposed to:

- Community and Organizational Partnerships
- Social Media Applications and Strategy
- Graphic Design Software
- Supporter Engagement
- Fundraising Campaigns
- Database maintenance
- Qualitative and Quantitative reporting
- Team Meetings

Responsibilities:

- Planning, designing, implementing, and scheduling posts on social media outlets with supervisor approval
- Researching creative ways to engage donors, volunteers, and families
- Data tracking and analysis of fundraising appeals

- Developing content and design for FLOC's Annual Report (Fall and winter interns only)
- Planning and implementation of special events (book festival, end of year party, annual fundraising events) and related outreach
- Capacity Building Project (designed to meet intern interest and organizational need ex. Strategic donor research, Academic data analysis)

Qualifications:

- Some college required
- Majoring or minoring in Communications or a related field, or have a general interest in learning about non-profit development
- Demonstrated interest in educational programming and youth development
- Experience with Microsoft Office, Google Apps, Social Media outlets, and/or Online Research
- Must be motivated, organized, and possess excellent communication skills
- Spanish language skills a plus

Schedule and Compensation:

- 15 - 25 hours per week around intern's academic schedule within FLOC's normal office operating hours (8 am to 5 pm, Monday through Friday)
- Unpaid, free parking

Interested candidates should send resume and letter of interest to Matt Bechtel at mbechtel@floc.org. Positions are open until filled. FLOC employs interns during the academic year and summer.