

Development and Communications Intern Job Description (unpaid)

Background: Iowa City Sober Living is a safe haven for women in early recovery who wish to break the bonds from their primary addiction. The mission of the home is to provide a safe and sober haven for women in early recovery where healing of mind and body continues. We want to help women rebuild their courage, success, friendships, and confidence. Our fundraising efforts are currently focused on raising capital to purchase our home.

Responsibilities include:

- Assisting in the development of content for our website and social media
- Supporting the creative process of materials and publications (print and electronic)
- Conducting research related to grants and prospective donors
- Assisting staff with grant application writing and tracking
- Maintaining donor and grant databases and files, including calendaring deadlines, logging donations, generating and sending donor acknowledgements, logging donor appreciation efforts
- Assist with logistics planning for events and travel
- Drafting and revising financial, logistics and office templates in MS Word, Excel and PDF
- Provide general administrative and office support, including organizing meetings, maintaining the calendar of events, and taking minutes

An ideal candidate must

- Be responsible, flexible, hard-working, ethical, and committed to the mission of ICSL
- Possess a high level of organizational skills and be detail oriented
- Possess solid oral and written communication skills
- Be skilled at a variety of computer skills, e.g., Microsoft Word, Word Perfect Excel, PowerPoint and Adobe Acrobat are mandatory; knowledge of InDesign and Photoshop a plus
- Be able to juggle multiple tasks
- Possess an interest in a nonprofit career - particularly development and fundraising

Time commitment: Minimum of 15 hours per week; minimum 3 month commitment, with 6 months desirable.

Compensation: This is an unpaid position. There is opportunity for school credit if allowed by the college/university of applicant. Position offers an excellent opportunity to work on substantive projects and can result in a great reference.

To apply: E-mail cover letter and resume to Merrilee Ramsey at iowacitysoberliving@gmail.com.

