



EMPOWER THE FUTURE.

WORK READINESS | ENTREPRENEURSHIP | FINANCIAL LITERACY

Development & Special Events Internship Position

Junior Achievement of Central Maryland (JA) is dedicated to inspiring and preparing young people to own their economic success, plan for the future, and make smart academic and economic choices. Through a dedicated volunteer network, JA provides in-school and after-school programs for kindergarten through 12th grade students that focus on work readiness, entrepreneurship and financial literacy. Founded in 1957, the non-profit organization annually serves more than 47,000 students throughout Central Maryland, with an emphasis on high-need communities throughout the region.

POSITION TITLE:	Intern
DEPARTMENT:	Development
REPORTS TO:	VP, Development

INTERNSHIP CONCEPT:

This position is a great resume-building opportunity to support a respected and growing organization's development team. As an intern, you will assist with donor database management, prospect research, grant writing, and planning and implementation of JA's signature events. This role provides a beneficial environment for networking with business leaders and community volunteers.

PRIMARY RESPONSIBILITIES:

1. Works within JA's database to update accounts and input new individuals for upcoming fiscal year.
2. Provides planning and implementation support for special events as assigned, including JA Superheroes Bowl-a-Thon, JA Leading Ladies, JA Inspire and JA Office Warriors.
3. Provides support to development team in grant writing through updating language and statistical information.
4. Provides support in prospecting potential partners through LinkedIn research.
5. Supports organizational needs related to board and committee meetings.

REQUIREMENTS:

- Proficient in MS Office Suite
- Strong written and verbal communication skills, well-developed research skills and ability to multi-task
- Ability to learn new programs quickly
- Strong organizational skills
- Detailed oriented and dependable
- Ability to work some evenings when necessary

HOURS & STIPEND:

- 8-16 hours per week, preferably split over multiple days
- Stipend ranging from \$250-500 based on hours worked and performance

Applicants should submit their resume and cover letter to Stefanie Freeburger at sfreeburger@jamaryland.org.