



Community Refugee & Immigration Services

Job Description: Communications and Donor Relations Intern

Program: Development and Community Engagement

Reports to: Director of Development and Community Engagement

Location: CRIS Office

Type of Position:

- Full Time
- Part Time
- Temporary
- Internship

Hours/Week:

- 40 hours
- 30 hours
- 20 Hours
- Other (15 hours)

Background Check Required?

- Yes
- No

Work with the development team to maintain donor relationships and empower supporters in the community

Essential Job Functions:

- Strategize marketing initiatives, responsible for design of public documents, promote educational and fundraising events on all CRIS platforms
- Writing stories for and managing CRIS's blog, website, Facebook posts, and email blasts
- Interviewing clients, staff, and other players in refugee resettlement and immigration in Central Ohio
- Present refugee and immigration issues that are relevant to the community and doing so in an interesting and meaningful way
- Producing content for and publishing CRIS monthly newsletter with MailChimp
- Donor Acknowledgement
- Intensive, individual follow-up with community fundraisers
- Donor data management
- Preparations and communication for the 2019 CRIS 5K fundraiser

Experience and Skill Requirements:

- Excellent written and verbal English language skills
- Skilled in interpersonal and intercultural communication
- Experience working with diverse populations
- Self-motivated with ability to work independently
- Experience with Wordpress, Facebook, donor relations, and social media management
- Willingness to travel throughout Central Ohio
- Ability to create print materials

Work Experience and Education Preferences:

- Bachelors Degree or student working towards Bachelors or Advanced Degree
- Experience working with refugees and immigrants
- Practiced marketing skills