



Fundraising and Community Engagement Intern

About Bridges to Independence

Bridges to Independence (Bridges) leads individuals and families out of homelessness and into stable, independent futures. A private, nonprofit organization, Bridges has been working with and for homeless families since 1985, when we were founded as the Arlington-Alexandria Coalition for the Homeless. We offer a continuum of aid and support for all family members, helping them attain financial security and move forward into self-sufficiency. As homelessness is often episodic, our other priority is working closely with former clients to ensure they are able to remain securely housed and do not fall into homelessness again. Please visit our website www.bridges2.org to learn more about our organization.

Timing and Commitment

Time commitment is flexible. Position runs from late May to early August 2018.

Responsibilities

Bridges is looking for a dedicated, enthusiastic, and creative person who is interested in making a difference in the community! The Fundraising and Community Engagement Intern will support efforts to increase awareness of, and commitment to, Bridges' mission.

This position is an excellent opportunity for a college student looking to gain entry-level experience in community outreach, fundraising, and communications, while learning the ins and outs of nonprofit management.

Special Events

- Assist with planning and execution of Bridges' annual SAFE AT HOME Kickball Tournament.
- Represent Bridges to Independence at community events.

Communications and Social Media

- Create social media content and expand Bridges' reach through strategic networking.

- Contribute to Bridges' newsletter, website, social media channels, and ad hoc projects.

Volunteer Management

- Help communicate with and train new volunteers.
- Arrange individual and group volunteer opportunities for diverse stakeholder groups and organizations.

Office/Administrative

- Enter data into donor database and produce donor acknowledgement correspondence.

Stipend

- \$500 stipend available. College credit validated.

Qualifications

Required

Passion for Bridges' mission

Experience with social media

Ability to multitask and meet deadlines

Excellent organizational skills and attention to detail

Strong computer skills (proficient in Microsoft Word, Excel and Publisher)

Preferred

Experience with digital media, Photoshop, and Illustrator

How To Apply

To apply, please send resume and cover letter to Jeanette Norton at jnorton@bridges2.org with the subject "Fundraising and Community Engagement Intern." No phone calls please.