

## **Education Non-Profit Seeks Development, Volunteer Engagement, and Communications Interns (Civic Center)**

### **Organization Overview:**

The San Francisco Education Fund is the largest non-profit organization dedicated to strengthening San Francisco's public schools, providing programs and services that impact more than 30,000 students per year. The Education Fund uniquely delivers a breadth of innovative programs that engage youth in strengthening schools, mobilize thousands of community volunteers and corporate partners, and provide support and professional development to teachers. Our programming focuses on one goal: to improve student success in San Francisco public schools. By centralizing broad community efforts, the Education Fund catalyzes change at individual school sites while also contributing to district-wide reform efforts. Through research, policy development, and pilot programs, the Education Fund aims to incubate, prove, and disseminate innovative approaches to improving long-term student success.

As San Franciscans, we are privileged to live and work in a world-class city, but public education in San Francisco cannot be world-class and serve every child equally without the passion, engagement, and resources of our collective community. This belief is the foundation upon which the Education Fund was established, and it is also the conviction that continues to drive our work and commitment to San Francisco schools. Additional information about the Education Fund can be found at [www.sfedfund.org](http://www.sfedfund.org).

### **Responsibilities:**

San Francisco Education Fund is currently looking for three interns to lend support in different areas of our organization. One intern will focus primarily on development/fundraising and administrative tasks, one intern will work on volunteer engagement and management, and one intern will focus on writing, editing, and communications-related tasks.

The ***Development/Administrative Intern*** will assist Development department staff in the cultivation of and communication with individual donors, foundation funders, and corporate sponsors. Duties include but are not limited to the following:

- Execute multiple mailings of invitations, donation solicitations, and other correspondence to manage relationships with donors and sponsors
- Coordinate multiple guest/ mailing lists and track RSVPs for small individual donor and corporate sponsor cultivation events
- Research foundation and corporate prospects to assess fit between foundation/corporation guidelines and organizational goals and mission
- Assist in the creation of foundation and corporate pipeline reports using development database
- Track and manage development database, including donations and pledges received, donor acknowledgement, and data clean-up as needed
- Complete filing projects to help keep department organized

The ***Volunteer Engagement Intern*** will assist with administrative support related to volunteer recruitment, placement, tracking, and retention. Duties include but are not limited to the following:

- Volunteer Recruitment: create write-ups about volunteer opportunities and post online; create new written recruitment materials, such as posters and flyers; design a recruitment table and database reporting.

- Literacy Volunteer Program: order materials needed for volunteer workshop and classrooms; edit and print written materials; support volunteers with emails and phone calls; and create and administer online surveys.
- Administrative support to Volunteer Engagement Manager: audit volunteer files; assist in the creation of a volunteer process and program manual; complete database reporting and creation of reporting dashboards; support budgeting process and tracking; create materials for newsletter and articles.

The ***Communications Intern*** will work closely with the Director of Communications on several timely communications projects. Duties include but are not limited to the following:

- Conduct market research on audiences' perceptions of the San Francisco Education Fund brand
- Research other organizations engaged in education-related work in the Bay Area
- Draft and edit materials to be used as copy for organizational website, newsletter, foundation grant proposals, and other communications to key stakeholders
- Collect, document, and organize stories from program participants
- Assist Director of Communications with timely postings on social media sites (e.g., Facebook, Twitter, Flickr, etc.)

**Qualifications:**

- Self-starter with the ability to multi-task.
- Confident when working with databases (Excel, Salesforce, etc.).
- Punctual and reliable with a professional demeanor.
- Detail-oriented, organized, with a positive and friendly attitude.
- Strong verbal and written communication skills.
- Computer skills a must (knowledge of Microsoft Office required and Salesforce preferred).
- Ability to work independently and take initiative to complete projects with minimal supervision.
- Works well under pressure and thrives in a fast-paced environment.
- The candidate must be a college student or a recent college graduate.

**Compensation, Location, and Duration:**

- These internships will be unpaid.
- Current college students seeking to receive course credit for these internships should note this in their application materials.
- Candidates will be expected to work in our office (Civic Center).
- Candidates must commit to a minimum of 10-15 hours a week, preferably for a duration of at least 3 months.

**How to Apply:**

Please send your resume and a brief cover letter explaining your interest in the internship (in PDF format) to Amy DiBenedetto at [amy@sfedfund.org](mailto:amy@sfedfund.org). Please be sure to note which internship interests you in the subject of your email and in your application materials.