MARINERS INN

TITLE: Development Intern **EFFECTIVE DATE:** 8/31/16

REPORTS TO: Development Officer **SUPERVISES:** None

Mariners Inn is a 501(c)(3) nonprofit substance abuse treatment center for homeless men in Midtown Detroit, currently seeking a Development Intern. The Intern will work directly with the Development Department to assist with the management and creation of fundraising and marketing efforts. This is an excellent opportunity for a highly organized and motivated individual to develop skills in nonprofit development work in a community-focused, highly regarded nonprofit organization.

RESPONSIBILITIES:

1. Assist with the coordination, creation, development, and implementation of special events.
2. Assist with creating message, branding, and press releases for agency and events.
3. Assist with content creation for Mariners Inn newsletter and e-newsletter.
4. Assist with social media management, specifically Facebook, Twitter, and Instagram.
5. Provide support to Development staff on special projects and initiatives.
6. Provide support in preparing and sending mailings, making phone calls, and other administrative tasks.
7. Perform other duties as assigned by Development Officer.

QUALIFICATIONS:

1. Completed or currently pursuing Bachelor's degree or Master's degree in Social Work, Public Relations, Marketing, Management, Nonprofit Management, Advertising, or related discipline; or equivalent experience.
2. Responsible, self-motivated, flexible, hard-working, ethical, and committed to the mission of Mariners Inn.
3. Strong organizational skills.
4. Able to write and speak effectively and handle multiple tasks at once if necessary.
5. Able to take direction in the execution of fundraising events and projects.
6. Computer literate with an emphasis on Microsoft Office Suite; database experience preferred.
7. Possess an interest in a nonprofit career - particularly development and fundraising.

COMMITMENT: Flexible based on student's schedule and internship requirements. 10-25 hours per week preferred, with a minimum 3 month commitment. Depending on tasks assigned, intern may be able to complete some internship hours remotely. Fall, spring, and summer internships available.

COMPENSATION: This is an unpaid position. There is opportunity for school credit if allowed by applicant's college/university. Position offers an excellent opportunity to gain hands-on experience working on substantive projects.

TO APPLY: Applications are accepted on a rolling basis. E-mail cover letter, resume, and writing sample to Stephanie Maurice at smaurice@marinersinn.org with subject "Application for Development Intern"

This description is intended to describe the type of work being performed by an unpaid intern that is assigned to this position. It is not an exhaustive list of all duties and responsibilities required by a person so classified. Students do not displace or work instead of regular employees, but work under their close observation.