



## **Fundraising & Communications Intern: Volunteer Description**

- Purpose:** The Fundraising & Communications intern will support the efforts of the Manager of Organizational Advancement and Associate Director in executing the marketing and fundraising strategies of the organization.
- Location:** Activities will primarily take place at the RHLS Main Office at 2 S. Easton Road, Glenside PA, 19038. Some activities may be completed remotely with prior consultation with the supervisor.
- Requirements:** The volunteer must be proficient in Microsoft Office programs. Prior experience in a nonprofit or administrative setting is strongly preferred. Additional desired qualities include attention to detail and ability to work independently.
- Supervisor:** Manager, Organizational Advancement
- Expectation of Commitment:** The Communications & Fundraising intern is expected to commit to eight hours per week in the office at minimum on a consistent schedule from September through May. RHLS is willing to work with students enrolled in work study or seeking academic credit.

### **Key Responsibilities May Include:**

- Administrative support for grant writing and individual donors.
- Data entry and maintenance of fundraising software.
- Content generation and maintenance of RHLS social media, email list, website, blog, print materials, and other mediums as identified.
- Tracking communications and fundraising outcomes.
- Cataloguing historical digital and print media for the organization.
- Other projects and tasks as identified.

Please send a resume and cover letter indicating your availability to Anabel Lee Genevitz at [agenevitz@rhls.org](mailto:agenevitz@rhls.org).

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