

## Mission Kids Outreach & Development Intern Job Description

### GENERAL POSITION INFORMATION

TITLE: Outreach & Development Intern  
DATE: Fall 2018

REPORTS TO: Outreach & Development Manager  
FAIR LABOR STANDARD ACT STATUS: N/A

### POSITION SUMMARY

Duties will be primarily in the areas of community outreach, social media and public relations, database management, donor relations, and event organization.

Essential skills required include exceptional organizational skills, attention to detail, strong proficiency in Social Media Platforms and Website Management, Microsoft Word, Microsoft Excel, Microsoft Outlook, ability to reach out to people, a sense of humor, and a friendly and positive professional attitude. Fundraising software experience with E-tapestry is a plus.

### REQUIREMENTS

#### ESSENTIAL DUTIES & TASKS

- Assists in preparation for fundraising events, including but not limited to: researching and contacting sponsors, sponsor follow-up, and outreach.
- Designs flyers, graphics, E-vites and other marketing material for major events hosted by Mission Kids
- Assists in researching local organizations for training opportunities, drafting outreach letters, tracking presentation data for the purpose of evaluating training feedback, reading and analyzing articles and documents, learning to give trainings and present material in innovative and engaging ways, and recommending improvements for future outreach.
- Contributes to social media campaigns (Facebook, Twitter, Instagram, and LinkedIn) to promote the research, reports, legislative issues and child advocacy-related activities of the organization.
- Updates the social media accounts with fresh content to improve engagement and outreach
- Conducts research to find articles and stories relevant to Mission Kids posts on our social media platforms to invite conversation and interaction and monitors and replies to conversation/interaction online
- Assists Executive Director, Development Director, Grants Manager, and Development and Outreach Manager with special projects.
- Assists other departments at Mission Kids as needed.
- Maintains and updates donor database filing systems to ensure accurate recording and retention of donors.
- Composes, formats and distributes professional correspondence and memoranda, e-mails and faxes, project reports and other documents in support of program activities.
- Performs general clerical duties including, but not limited to, filing, photocopying, faxing, and mailing.

- Demonstrates a high level of professionalism in dealing with confidential and sensitive issues.
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Excellent verbal and written communication skills.
- Commitment to excellence and high standards.
- Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow.
- Strong interpersonal skills.
- Strong knowledge of social media and best practices—active on multiple platforms for personal or brand accounts.
- Ability to understand and follow written and verbal instructions.
- Ability to deal effectively with a diversity of individuals at all organizational levels.
- Good judgment with the ability to make timely and sound decisions.
- Creative, flexible, and innovative team player.
- Ability to work independently and as a member of various teams and committees.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Acute attention to detail.

**EDUCATION & TRAINING**

- High School Diploma Required
- Must be currently enrolled in an accredited College or University
- Experience with website maintenance and social media platforms
- Proficient with MS Office Suite, PhotoShop, Illustrator, WordPress
- HTML, graphic design experience a strong plus
- Experience in sales, customer service, fundraising, or related area of expertise is a plus.
- Experience using social media for advocacy or fundraising efforts is a plus.
- Experience with event planning is a plus.
- Visual design skills, video skills is a plus.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations that do not cause an undue hardship on the company may be made to enable individuals with disabilities to perform the essential functions, as long as that would not hinder or prevent performance of duties, or be of safety concern.

While performing the duties of this job, the employee is frequently required to do the following:

- Sit for prolonged periods
- Accurately complete detailed forms and reports
- Perform some repetitive motion activities
- Coordinate multiple tasks simultaneously
- Ability to speak to individuals and groups about the mission and goals of Mission Kids

**Physical Requirements:**

**Light:** *Lifting 0-10 Lbs.*       **Moderate:** *Lifting 0-25 Lbs.*       **Heavy:** *Lifting 25+Lbs*

**Working Conditions and Schedules:**

Interacting with

- Co-workers,
- Vendors,
- Donors,
- Clients of the Child Advocacy Center

Office machinery usage

- Phones
- Fax
- Computers
- Printer/Photocopy Equipment

---

**Necessary traits for this position:**

Seeing     Hearing     Talking\*     Reading\*     Writing\*

Basic comprehension of English language using the traits\* marked above for purposes of safety, management direction and job responsibility and minimal third party interaction.

Proficiency of the traits\* marked above in the following languages for business letters, memos, customer interaction, presentation, demonstrations, employee direction, audits, etc.:

English     Spanish     French     Other: \_\_\_\_\_

**OCCUPATIONAL HEALTH AND SAFETY**

Mission Kids' Interns are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilization of appropriate personal protective equipment

**ACKNOWLEDGEMENT**

This job description has been designed to indicate the general nature and level of work performed by interns within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

I have read the above job description. I attest that I can work in these conditions, I am able to perform the essential job functions and can fulfill the basic knowledge/skills/ abilities required to satisfactorily perform this position in addition to any other duties as assigned to me. I will immediately notify my Supervisor if anything arises that would hinder my ability to perform any component of this job description for which I have been hired. Additionally I am able to perform the essential duties and responsibilities with or without a reasonable accommodation as outlined in the Americans with Disabilities Act.

---

Employee Signature

Date

---

Supervisor's Signature

Date

