



Marketing and Development Intern

ORGANIZATION SUMMARY

LA Promise Fund is a nonprofit organization dedicated to preparing Los Angeles students for success in college, career, and life. Working through a network of high-performing, community-based schools and a portfolio of programs that reach students throughout the County, the Fund creates vibrant community hubs and partnerships that foster motivated, engaged, and directed students poised for academic, professional, and personal success.

LA Promise Fund Neighborhood is an enrollment zone that includes two large South LA high schools (Manual Arts and West Adams Prep) and one middle school (John Muir) operated by LA Promise Fund in a first-of-its-kind performance contract with the Los Angeles Unified School District. Within this zone, LA Promise Fund transforms chronically failing public schools, opens new schools and remakes schools into community hubs that offer comprehensive support services for students and families. In Spring 2016, LA Promise Fund was approved to grow its network of feeder schools in South Los Angeles via the charter school model. By doing this, LA Promise Fund will prepare every child in LA Promise Fund Neighborhood to be college and career-ready, healthy and successful in life. To learn more about LA Promise Fund visit <http://www.lapromisefund.org/>

POSITION SUMMARY

The Marketing and Development Intern will report to the Associate Director of Development and the Director of Communications. The intern will contribute to social media strategy, research new grant opportunities, and perform writing projects as assigned.

The position is a part-time, unpaid position.

Duties

- Develop content for social media
- Track and stay abreast of social media best practices
- Update the website with new content
- Update online donor/development database as needed
- Create and organize file folders for grants and donors
- Write program descriptions
- Research fundraising opportunities

- Help promote fundraising opportunities
- Other duties as assigned

CANDIDATE REQUIREMENTS

Education and Experience

- High School Diploma or equivalent required
- Prior internship or work experience

Knowledge, Skills and Abilities

- Strong verbal and written communications skills
- Experience with building a following on Facebook, Twitter and Instagram
- Proficient in Word, Excel and Outlook
- Experience with iMovie preferred
- Experience with Photoshop and InDesign preferred

HOURS

This position is 5-10 hours per week.

HOW TO APPLY

E-mail your cover letter and resume to careers@lapromisefund.org.