



Development & Communications Intern

Do you want to use your stellar skills to raise support for current and former foster youth? And marry your passion for social justice with growing your development and communication skills? If so, then we are looking for you!

ORGANIZATION OVERVIEW

Beyond Emancipation (B:E) supports transition aged youth with experience in the foster care or probation systems in their transformation to live healthy, connected, productive lives. Since 2010 B:E has worked to develop, integrate and now disseminate an approach to services based on coaching principles and techniques. The resulting model: *Creative Connected Resourceful and Whole* ensures youth have support to build capacity, expand possibilities and achieve greater fulfillment and success while staying on track with life objectives in five core areas: housing, education, employment, permanency and wellness.

B:E has grown rapidly since it was founded in 1996. Our budget for 2017-18 is approximately 4.2 million. Contracts with the Social Services Agency (SSA), corporate and foundation grants, and individual donors support our work. The office environment is friendly, casual, mission-focused, and fast-paced. More information is available at: www.beyondemancipation.org.

B:E is always looking for talented, self-motivated individuals to join our team. If you think you are ready to be part of an exciting team, then we encourage you to apply!

POSITION OVERVIEW

B:E is seeking an ambitious intern who can dedicate 5-10 hours a week for 6-12 months. This is an amazing learning opportunity for someone interested in gaining work experience in nonprofit development and communications. Best of all, you'll be making a profound and lasting impact in the lives of hundreds of systems-involved youth in Oakland.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Learn a donor database, process donations, and send acknowledgement letters
- Support in the execution of donor engagement events
- Support efforts for regular, consistent social media presence
- Create branded content for B:E's fundraising campaigns and report on engagement and growth
- Perform other tasks and duties based on your strengths and interests

QUALIFICATIONS

- Keen attention to detail
- Excellent communication skills, written and verbal
- Strong interpersonal skills
- Knowledge of social media platforms and graphic design tools
- Willingness to learn and proven work ethic

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.



As mandated by Community Care Licensing (CCL), an offer for this position will be contingent upon successful completion of a background check, including fingerprinting. The successful applicant will also have TB test clearance.

PHYSICAL DEMANDS

The physical demands of this position are light with the expectation that the intern can exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree. Physical demands are in excess of those of sedentary work. The position requires frequent computer use at a workstation. B:E will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description and its physical requirements will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

SCHEDULE

The schedule of the Development & Communications Intern will be flexible. You will coordinate with the Development & Communications Associate to work 1-2 weekdays from our friendly at fast-paced office at 675 Hegenberger Road in Oakland.

COMPENSATION

This is an internship and excellent work learning opportunity. B:E will provide a \$500/month stipend for this internship, which has the potential to lead to a position within the organization.

EQUAL OPPORTUNITY

We recognize that in order to better serve our clients we need to continue to build an organization that supports, understands and lives diversity - in our staffing and in our values. Our commitment to a coaching model is a step towards building a supportive community and we encourage diverse candidates who will be a leader in integrating our work and values to transform the life of our clients. B:E is an equal opportunity employer, and we seek to develop a diverse workforce.

HOW TO APPLY

Please send a cover letter, resume, and 3 professional references to Sophia Renn, Development & Communications Associate, at srenn@beyondemancipation.org with "Re: Development & Communications Intern" in the subject line. The position is open until filled.