



# Lighthouse Mission Ministries

*Healing Homelessness with Christ's Power and Love since 1923*

## Advancement Intern

Working within the Advancement Team of Lighthouse Mission Ministries, the Advancement Department Intern will be involved in all aspects of advancement for the Lighthouse Mission, including fundraising, event-planning, donor relations and communications.

### Duties include:

- Assist with event planning and implementation, fundraising, & coordinating in-kind gifts
- Assist with gathering photo and video content, plus possible video production
- Curate, create, and schedule social media posts
- Review and edit direct mail appeals and newsletters
- Interview guests and staff
- Plan out, design, and schedule weekly emails
- Involvement in fundraising strategy, planning, and evaluation discussions
- Assist with writing and editing thank you letters and blog posts
- Write thank you cards and complete thank you calls to donors
- Assist with donation processing, data entry and receipting
- Manage online information pertaining to events and volunteering
- Help facilitate volunteer interest meetings
- Facilitate on-boarding process with volunteers
- Attend weekly Advancement department meeting if schedule allows

### Desired skills:

- Proficiency in Microsoft Office and Google Suite
- Interpersonal communication
- Writing
- Graphic design, video editing, photography is a plus
- Ability to work independently
- Team player
- Ability to give and receive feedback
- Organization

**Time Commitment:** 12-16 hours per week (or variable for credit) during Winter Quarter 2023

**\$1,000 stipend offered for one quarter:** This is not an offer of employment; this is a volunteer internship position. However, we would like to offer the above stipend upon successful completion of the internship.

**To apply:** Send resume, cover letter, and contact information for 3 references (personal, professional and academic) to [emilym@thelighthousemission.org](mailto:emilym@thelighthousemission.org) with subject line, "Internship Application." Please apply by November 15, 2022 for the Winter Quarter 2023 position.