

FALL 2022 INTERN
YWCA CAMBRIDGE
MARKETING & ADVOCACY INTERNSHIP DESCRIPTION

Position:	Undergraduate Internship
Reports to:	Development and Marketing Manager
Hours of Work:	10 - 12 hours per week
Timeline:	September - December 2022
Location:	YWCA Cambridge (7 Temple St, Cambridge), Virtual & In-Person
Application Timeline:	Applications will be accepted on a rolling basis through August 15th

YWCA Cambridge is dedicated to eliminating racism, empowering women, and promoting peace, freedom, and dignity for all. We are seeking undergraduate students interested in completing an internship for academic credit, career exploration, and service-learning for YWCA Cambridge. This internship will consist of event planning support, fundraising support, administrative support, marketing, and advocacy support.

Summary of Duties:

- Help with logistics of YWCA Cambridge's annual Tribute to Outstanding Women and obtaining silent auction items and marketing launch
- Input data entry in the CRM system (Donorview) and creative campaign support
- Help write thank you letters and stuff envelopes
- Assist with Board of Directors and staff meetings and other needs as necessary
- Create social media posts, write blog posts, and graphics
- Attend regular staff meetings, 1:1 meetings with supervisor,
- Assist Marketing Manager with vendor meetings for fundraising events and networking events
- Attend brown-bag lunch with program managers to learn more about their jobs
- Shadow program managers to learn more about their roles and job responsibilities
- Assist with developing and implementing racial justice and gender equity-related initiatives and events

- Work with staff and community agencies to create new partnerships
- Research current and prospective partner organizations and speakers for advocacy coalitions
- Assist with outreach and online advertising for YWCA Cambridge events
- Interns must complete a CORI/SORI check and intern paperwork provided by the YWCA Cambridge

Preferred skills and qualifications:

- Passionate about working with women, families, and children
- General knowledge of racism, sexism, gender, and oppressive systems in the United States
- Detail-oriented with excellent written and oral communication skills
- Team player and ability to problem solve
- Demonstrated respect and sensitivity for cultural differences
- Ability to keep confidential information and material confidential
- Independent and flexible self-starter with the ability to manage own workload
- Open to learning new skills and concepts

The YWCA Cambridge encourages applications from individuals regardless of race, color, ethnic origin, religion, ability, and/or sexual orientation. We thank all applicants for their interest. Only those selected for interviews will be contacted.

Please email your cover letter and resume to Carol Lyons (she/her) at clyons@ywcacam.org.