



JOB DESCRIPTION

Job Title: Development Intern **Work Hours:** Up to 15 hours per week
Reports to: Development Coordinator **FLSA:** Temporary - Internship

Summary:

Under the direct supervision of the Development Coordinator, the Development Intern is responsible for assisting the Development Coordinator in the promotion of The Community Place of Greater Rochester, Inc.

Essential Job Functions:

- Assist with the weekly maintenance of CPGR's website, Facebook and Twitter accounts.
- Create sharable social media content regarding the agency and community.
- Cultivate on-line relationships with agency social media followers.
- Interview staff and program participants and write profile pieces and success stories for newsletters, social media and website.
- Conduct background research on current and potential donors.
- Write donor profiles based on research.
- Assist Development Coordinator with agency special events.
- Attend Development Committee meetings.

Qualifications:

Working towards a Bachelor's degree in public relations, journalism, advertising, communications or related field.

Working knowledge of computer software (MS Word, Excel, PowerPoint and Desktop Publishing). Experience in photography is a plus.

PHYSICAL REQUIREMENTS:

- Must be emotionally, mentally and physically capable to performing the essential functions of the position described herein.
- Be able to continuously sit, walk, drive a vehicle, and climb stairs. This person occasionally will perform other physical movements such as bending, kneeling, twisting, and lifting when necessary.
- Must be able to perform light work exerting up to 30 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Be able to reach with hands and arms to finger, handle, feel or manipulate objects, materials, tools, office equipment or controls such as pencils, computer keyboard, and sports equipment. This individual must be able to continuously repeat the same hand, arm or finger motion many times such as in typing, writing.

My supervisor has discussed this job description with me.

Intern

Date

Supervisor

Date

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts CPGRs ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the agency's current assignment of essential functions. Those functions may change at any time as the needs of the agency change or for other reasons deemed appropriate by the CPGR.

The Community Place of Greater Rochester, Inc. is committed to the recruitment of a workforce which mirrors the diversity of recipients of agency services. We are an Equal Opportunity Employer

REVISED AS OF JUNE 2016