



Job Description: Development and Communications Intern

Everybody Wins DC (EWDC) is a non-profit organization that improves lives through shared reading. EWDC's signature program – **Power Lunch** – is a one-on-one mentoring program that brings caring adults from the community into local public elementary schools to read with students for one hour a week. No curriculum, no lesson plans. Just reading and enjoying time together.

Power Lunch launched over 20 years ago at Brent Elementary School as a partnership with the U.S. Senate and has since grown to 11 schools across the Washington metro area. Reading Mentors come from the Senate, the House of Representatives, major law firms, federal agencies, non-profits, trade associations, lobbying groups, community organizations, and more.

The Development and Communications Intern will assist with fundraising opportunities, communications projects and special events in support of Everybody Wins DC's mission.

Position Duties

- Update and maintain EWDC's social media presence, including scheduling Facebook, Twitter, Instagram and LinkedIn updates
- Draft, distribute and pitch news releases, media alerts and other stories
- Design flyers, graphics, invites and other marketing material for events, information sessions, etc
- Update EWDC website when needed
- Update gift information into Salesforce database
- Analytics reporting (making sense of social media, website data, — visits, clicks, sign ups, etc.) Synthesizing information to clearly communicate key learnings, actionable strategy, and recommend new opportunities to EWDC team
- All other duties as assigned

Qualifications

- Excellent written and interpersonal communication skills.
- Communications, marketing, or nonprofit development experience required
- Ability to organize and prioritize work and meet deadlines
- Proficiency in development software (Salesforce preferred) and Microsoft Office
- Intermediate competency level with various social media platforms and tools

- Knowledge of AP Style Guidelines

Schedule: Internship is available starting in June 2019 through August 2019. Minimum 15 hours a week but can support up to 20-32 hours a week.

Qualified Candidates please send a cover letter and resume to jobs@everybodywinsdc.org

EWDC is an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status