



## **Internship Placement**

<b>ORGANIZATION:</b>	DOORWAYS
<b>LOCATION:</b>	St. Louis, MO
<b>TITLE:</b>	Development and Communication Intern
<b>Status:</b>	Part-time or Full-time Volunteer (school credit available)
<b>Time Period:</b>	Fall 2016

DOORWAYS, an interfaith non-profit organization, provides housing and related supportive services to improve the quality of life and health outcomes for people affected by HIV/AIDS. Currently in its 26<sup>th</sup> year, DOORWAYS has grown from a single apartment building in 1988, to a multi-million dollar organization with six housing complexes located throughout the City of St. Louis, a residential care facility and numerous assistance programs to encourage those affected by HIV/AIDS to live courageously.

We are seeking an energetic Development and Communication Intern who can take initiative and help the organization increase its online presence and provide administrative support. This intern will report directly to our Chief Development and Communication Officer and have direct exposure to social media campaigns, fundraising and marketing/communication plans. Hours are flexible but may include some evening or weekend responsibilities. Weekly meetings in-person with the CDO will be required.

### **SPECIFIC JOB DUTIES AND RESPONSIBILITIES:**

- Update and grow the organization's online presence through social media and the DOORWAYS' home page.
- Identify potential grants and participate in the grant writing process.
- Assist in the planning of fundraisers and other social events to spread the organization's mission.
- Provide direct support to the new "Friends of DOORWAYS" group.
- Offer administrative support such as filing, answering phone calls and typing thank you letters to donors.



## **REQUIREMENTS:**

### **EDUCATION AND EXPERIENCE:**

- All undergraduate students who have completed at least one year of college will be considered. Upper-level undergraduate students preferred.
- Program of study should be in an applicable field: Communication, marketing or a like program.
- Experience with nonprofits preferred.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Excellent writing and communication skills; may be requested to present to committees or other small groups.
- Must have familiarity with social media sites such as Facebook and Twitter.
- Ability to learn webpage program Wordpress and Twitter program Hoot Suite.
- Ability to interact with diverse groups of people and be comfortable in the process.
- Must possess the ability to make independent decisions, follow instructions and accept constructive criticism.
- Possess great attention to detail and maintain confidentiality with donor information.

### **DESIRED ATTRIBUTES:**

- Understanding of issues pertaining to HIV/AIDS, homelessness, mental health, substance abuse and poverty.

This internship description is illustrative only and is not meant to encompass all possible duties the Development and Communication Intern may be called upon to perform or all the conditions that an intern may encounter during his/her time with DOORWAYS.

**To apply, please send a cover letter and resume to [pyoung@doorwayshousing.org](mailto:pyoung@doorwayshousing.org) and place "Development and Communication Intern" in the subject line.**