

ECDC / AFRICAN COMMUNITY CENTER

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WWW.ECDCUS.ORG / WWW.ACC-DC.ORG

Resource Development Internship

Job Summary – Intern will work closely with the Resource Development Coordinator to complete applications for additional funding and/or programs supporting ECDC's mission, and provide outreach and varied support to ECDC's existing programs.

Key Responsibilities:

- Search through online databases and through internet searches to find appropriate opportunities.
- Write summaries of opportunities for the Resource Development Manager and Director.
- Assist with resource development for agency events (research, initial contacts, follow up, sending receipts, etc.)
- Write drafts and revisions of application, in close cooperation with Manager.
- Maintain open and direct communication with the Resource Development Manager and other ECDC staff.
- May include some program maintenance/trouble shooting (helping review files before monitoring visits, updating community resource materials, etc.)
- Conduct community outreach in support of ECDC programs.
- Develop informational resources for ECDC staff, volunteers, and clients.
- Update community board with upcoming events and information.
- Assist with maintaining ECDC's online presence on social media (Facebook, Twitter).
- Season dependent, assist with event planning and donation coordination.
- Assist the various programs with other resource related tasks as directed.

Education, Experience, Knowledge, Skills and Abilities (Present by Internship Completion or Before):

- Current undergraduate or recent graduate required.
- High attention to detail required.
- Previous outreach or development experience a plus.
- Excellent communication, interpersonal and organizational skills.
- Excellent organizational and writing skills.
- Use of personal computer a plus.
- Interest in working in a multicultural environment.
- Interest in refugee and immigrant topics.
- Computer skills (Microsoft Office Suite). Proficiency in Word, Excel, Outlook, and Internet use.
- Background check.

Learning Outcomes:

- Understanding of non-profit development and grant process.
- Exposure to basic non-profit operations and environment.
- Experience with community engagement and outreach.
- Increased intercultural communication competency.
- Knowledge of marginalized populations - challenges and opportunities.
- Experience developing a wide variety of resources (sponsorships, grant, donations, in-kind, etc.)
- Knowledge of refugee/immigrant support systems.

Time Requirements:

At least 2 full days a week

To Apply:

Please submit a (1) cover letter and (2) resume to volunteer@ecdcus.org.

Applications are considered on a first come, first served rolling basis.