



*investing in organizations
that build community*

SUMMER INTERNSHIP

MARKETING AND COMMUNICATIONS

Application deadline: June 30, 2010

Application materials: Resume and cover letter (or cover e-mail) to magda@impactcapital.org

Internship start date: Summer: June-September 2010, can progress through fall if desired

Internship structure: Part-time, M-F, dates/times flexible, this is a UNPAID internship – school credit can be worked out with your school.

Internship Program Description:

Internships with Impact Capital provide college students with a unique opportunity to gain comprehensive insight into a **Community Development Financial Institution (CDFI)** and the community development field.

Along with gaining hands on experience with a regional organization, this position provides students with the opportunity to network with professionals in the community development and affordable housing field. The goal of this internship is to nurture the next generation of nonprofit leaders by giving students exposure to the operation and growth of a nonprofit community development organization in a dynamic and changing environment.

In addition to learning about community development, communications, marketing, and development within a vibrant nonprofit organization – a few free lunches, a couple cups of great Zeitgeist Coffee's, fun-committee events, and other benefits will be provided.

For more information about CDFI's (like Impact Capital) visit these websites.

<http://www.domini.com/community-investing/What-Is-A-/index.htm>

<http://www.opportunityfinance.net/>

Internship Structure:

This is an unpaid, volunteer position for student or non-student looking to work in a non-profit community development financial institution (CDFI). The position can be shaped for students so as to be used for credit, depending on circumstances.

This position will work with all departments, including: Lending, Community Building, and Fund Development and Communications. Intern responsibilities can include helping to write press

releases, story boards about communities Impact Capital has been involved with, helping to put together functions, along with a variety of other tasks.

The volunteer needs to have the ability to work with Microsoft 2007 Word, Excel, PowerPoint, Publisher, and Outlook on Windows XP. It is also necessary that the volunteer be task-oriented and have the ability to work independently and with others. Impact Capital is a professional office and the dress code is business casual on most days, no jeans, tennis shoes.

Skills required:

The intern selected will have strong writing and research experience, superior organizational skills, creative thinking, and the ability to handle multiple projects and tasks simultaneously. The intern will also have knowledge of, or interest in, learning about communications, marketing, development, graphic design and community development.

A commitment of one semester or quarter is required.

Intern duties:

- Assist development and communications staff with local and national outreach, fundraising, and community event organizing.
- Assist development and communications staff with web writing, content management, research for web materials, and design of website and e-mail marketing campaigns.
- Engage and improve Impact Capital's social media presence (Facebook & Twitter).
- Produce fliers and brochures for events and conferences.
- Assist in the production of press releases, research issue areas, and track the status of legislation reports, policy briefings, and events relating to housing and community development and Impact Capital's programs.
- Assist with grant writing and fundraising proposals and presentations.
- Help maintain daily operations of the department.
- Participate in local and national coalition meetings.
- Other duties as assigned.

Interns will be focused on a few long-term projects, including developing content for the story board projects; this includes tasks such as research, interviewing participants, creating brochures, and collecting or taking photographs of projects to be used for media outreach and marketing.

The intern will have an opportunity gain and/or improve upon his or her:

(We hope to tailor the experience to your interest, and ensure you select which skills you'd like to enhance)

- Ability to plan and implement issue-oriented outreach from a marketing perspective.
- Research, writing, editing, and general communications skills.
- Understanding of a CDFI and Community Development.

- Grant writing and editing skills, program development and marketing skills.
- Electronic media and social networking knowledge.
- General computer skills, web skills, data skills, and organizational skills.
- Ability to work in a fast-paced, high motivated, and mission driven nonprofit organization.

Please visit our webpage at www.impactcapital.org for further information about our impact on Washington communities.