



INTERNSHIP INFORMATION

Access 2 Independence offers unpaid internships to current students and recent graduates interested in learning the inner workings of a nonprofit organization. Interns will be paired with a team member for one-on-one mentorship to gain hands-on experience in their area of interest.

We are looking for organized and creative self-starters who can manage multiple tasks and communicate effectively with a diverse audience. All interns should have a strong work ethic, maintain close attention to detail, and be able to work independently as well as a part of a team.

Applicants must:

- Be available to work 12–20 hours per week during regular business hours in the offices of Access 2 Independence (some weekend or evening hours may be required depending on the specific internship).
- Have excellent verbal and written communication skills and a high level of computer competency.
- Be self-motivated, organized, willing to help with any project no matter how large or small and be able to balance multiple priorities at once.
- Have a strong desire to make a difference, a passion for the mission and vision of Access 2 Independence, a positive attitude, and a sense of humor.

If you meet all of the above requirements and would like to be considered for an internship, please fill out an application. Please be aware that not all positions will be available every semester, and we will begin interviewing select candidates before the application deadlines listed below.

Semester	Application Deadlines	Internship Dates
Spring 2014	Dec 13, 2013	Jan 10–May 2, 2014
Summer 2014	May 2, 2014	May 19–Aug 8, 2014
Fall 2014	Aug 8, 2014	Aug 22–Dec 5, 2014

For more information or to fill out an application, please visit:
www.Access2Independence.org/get-involved/internships

COMMUNICATIONS INTERNSHIPS

2014 Internship Cycle

Strategic Outreach:

Interns will assist in developing successful media outreach plans to support various organizational goals. Primarily, this internship will focus on outreach surrounding Access 2 Independence's annual fundraising banquet, however interns will also help Access 2 Independence staff as they organize events to engage consumers, community members and donors at all levels. Tasks may include developing and implementing outreach plans, drafting internal and external communications materials, giving presentations to local community groups, and conducting any and all necessary research.

Social Media:

Interns will be responsible for creating interesting and engaging posts on each social media platform utilized by Access 2 Independence (including Facebook, Twitter, Flickr) as well as expanding the reach of the organization by identifying new and emerging methods of interacting with the public. Communications interns will also be responsible for maintaining Access 2 Independence's blog, as well as writing new and exciting content to further drive outreach efforts.

Prospect Management and Research:

Interns will assist to some extent with Access 2 Independence's efforts secure large individual donor investments in our mission. Tasks include: working to help the Development Department identify individuals, companies and/or foundations capable of making significant gifts. As needed, Interns may also be responsible for helping to develop outreach materials as they pertain to the cultivation of significant gifts.