



YWCA Charleston Development & Marketing Paid Internship

About YWCA Charleston

YWCA Charleston has been fostering self-sufficiency and independence since 1912. Originally designed as secure lodging for young women as they pursued careers, the YWCA has evolved into one of the city's most diverse and comprehensive networks of social service programs. Our mission is eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all. Our two spring fundraising events include Women of Achievement, where we honor 5 women in the community, and the Race to End Racism, a 5K Run/1 Mile Walk supporting our racial justice programming.

Days/hours & Duration

- **January 2022 – May 2022**, start and stop dates agreed upon between the YWCA and intern
- **15-20 hours per week** in office & at fundraising events

Description

This internship is designed for a high energy, results-driven individual interested in training, mentorship and experience in event planning (marketing, social media & sponsor/donor/volunteer relations). The internship is located at the YWCA Administrative Offices (1426 Kanawha Blvd East) in Charleston, and preferably will be with a student or recent graduate.

Duties & Responsibilities

- Support planning & execution of fundraisers, including the YWCA Women of Achievement awards luncheon (February 25th), & the YWCA Race to End Racism – a 5K Run/1 Mile Walk on Charleston West Side (April TBD)
- Become well-versed on YWCA program successes
- Create content & manage sponsor acknowledgment on Facebook & Twitter
- Conduct donor appreciation outreach
- Data entry
- Assist in archiving media & preparing large mailings
- Support event publicity, including placing posters & Save-The-Date cards around town
- Other duties as assigned, including supporting the YWCA Campaign to End Racism and Over The Edge event

Skills & Qualifications

- Self-directed, organized, results-driven individual with strong communication skills
- Have the capability of attending after-hours fundraising events
- Able to use PC laptops and perform tasks in Excel
- Valid driver's license and vehicle
- Outgoing, creative, diplomatic and flexible with interest in event planning and philanthropy
- Fluency in social media marketing, with mastery of Facebook, Instagram, and Twitter content management; must have active Facebook account

Application Instructions

Send your **résumé and cover letter** to **YWCA Charleston's Marketing Director, Haley Meade Spradlin**, hmeade@ywcacharleston.org, with subject line: "YWCA Development & Marketing Intern Application".

Deadline for application: Monday, December 13, 2021

YWCACHARLESTON.ORG

YWCA Charleston

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