



## Fundraising and Communications Intern- Fall 2022

IJPC is excited to offer internship opportunities to college students during the Spring, Summer, and Fall semesters. Applicants should be passionate about peace and justice issues.

### **About the Intercommunity Justice and Peace Center (IJPC):**

IJPC is a small, dynamic nonprofit organization whose mission is to educate and advocate for peace, challenge unjust local, national and global systems, and promote the creation of a non-violent society. We mobilize people of Greater Cincinnati to raise their voices, take action, and create change. For more information, visit [www.IJPCcincinnati.org](http://www.IJPCcincinnati.org).

### **Position Description:**

The Fundraising and Communications Intern will work with the Operations Manager to carry out the 2022 Annual Gathering, engage with donors, promote the work of IJPC through various communication channels, track and analyze data, and otherwise aid in fundraising and marketing tasks.

### **Job Responsibilities:**

- Content creation for social media platforms, website, and newsletter
- Fundraising event planning
- Donor solicitation and stewardship
- Data management and analysis
- Marketing and fundraising research
- Work collaboratively with staff and share in office chores and other duties as requested

### **Qualifications:**

- Proficient in social media platforms (content creation, management, best practices, analytics, etc.)
- Experience in event planning
- Interest in nonprofit management and development
- Proficient in Canva
- Effective communication and interpersonal skills
- Proficiency in Microsoft Office & Google Drive Products

### **General Expectations:**

- Commitment of 10+ hours per week for 10-12 weeks
- Report to the IJPC office for work in-person on recurring weekly schedule
- Be able to work independently and be highly motivated
- Work on large and small scale projects and manage time effectively
- Communicate effectively and in a timely manner via email and phone
- Responsibly represent IJPC in communication with the public, volunteers, collaborators, etc.

### **Other benefits of an internship with IJPC:**

- Join a small dynamic office and take on projects relevant to your interests and talents
- Learn how a small nonprofit operates by pitching in wherever needed
- Challenge yourself and grow in your knowledge of social justice and solidarity

**How to apply:** Visit [IJPCcincinnati.org/about/get-involved](http://IJPCcincinnati.org/about/get-involved) to fill out an application. Questions? Email [Hayley@IJPCcincinnati.org](mailto:Hayley@IJPCcincinnati.org).