IN PERSON | **REMOTE** | **HYBRID**

**Brief description of your organization and department**

The Mission of Overbrook School for the Blind is to develop and deliver education that enhances the options available for persons with visual impairments, including those with additional challenges, so that they have the greatest opportunity to experience active and fulfilling lives.

The Development and Communications Department is led by the Director of Development and Communications and is charged with all school fundraising efforts, marketing/communications (including staff, parent and community audiences) and special fundraising events.

**Position Title:** Development and Communications Intern

**Overview of the position:**

\*Hybrid programming with flexibility for fully remote

The Development and Communications Intern will primarily assist the Development and Communications team with the various aspects of their work such as: social media content development, writing for the website and newsletter, event planning, content development and photography for development initiatives, prospect research, and other assignments as needed.

Specific Duties

* Develop content for both internal and external communications mediums (social media, website, content library, annual report, newsletter, etc.)
* Assist with administration and content of multiple social media platforms - including Facebook, Instagram, Twitter, LinkedIn - several times a week.
* Assist with managing photo and video library
* Tracking and compiling statistics for social media and website
* Assist with all aspects of event development, planning and implementation
* This does not contain a comprehensive listing of activities, duties, or responsibilities required of the position.

**Qualifications**

* Must currently be enrolled as an undergraduate or graduate student
* Communication skills (oral and written)
* Demonstrates creativity in the development of ideas and content
* Demonstrates good judgment and dependability
* Ability to work independently and take initiative on projects
* Interest and experience in communications/fundraising is preferred
* Proficiency in social media platforms, especially Facebook, Instagram and Twitter
* Proficiency in Microsoft Office Suite and Google Docs and various social media platforms.

**Preferred hours, times of day, number of hours per week (may not exceed 12 hours)**

We are flexible with hours, as long as it is between the hours of 8 am – 4 pm, 12 hours per week.