



Champaign County CASA

301 S. Vine St.
Lincoln Square Ste 210
Urbana, IL 61801
casa4kids.org | (217) 384-9065

Champaign County CASA is seeking a Communications & Development Intern!

Champaign County CASA is seeking a part-time (10-15 hours a week) Communications & Development Intern to assist with the planning and coordination of Champaign County CASA's annual CASAblanca Gala, along with various marketing and fundraising projects. The intern will report to the Director of Development and must be able to meet key deadlines within a flexible schedule.

Expect to learn about how nonprofits are managed, how nonprofits fundraise, how to plan major events, how to employ a variety of marketing techniques to expand the reach of an organization, and other technical aspects of fundraising and communications.

Availability during Fall of 2019 is required, although the position can continue through the Spring 2020 and Summer 2020 semesters.

Responsibilities include:

- Assist with planning, marketing, and executing the CASAblanca gala, which is responsible for raising over \$130,000 annually;
- Assist with planning and marketing of CASA volunteer recruitment efforts;
- Other development responsibilities for Champaign County CASA, including donor data management, event planning, research & execution of a fund drive strategy, and more;
- Other duties as assigned

Skills and qualifications required:

- Excellent written and verbal communications;
- Ability to work on a team and independently to meet key fundraising and marketing deadlines;
- Understanding of Facebook and Instagram for business or nonprofit use preferred;
- Passion for the mission of Champaign County CASA to speak up for the best interest of abused and neglected children in Champaign County.

Although this internship is unpaid, we will work with you to secure course credit or scholarships. We offer flexibility and can help if you are interested in working on special projects as part of your curriculum. Intern can create their own schedule during working hours of 8:30am-4:30pm. Champaign County CASA is located on a bus route (Lincoln Square Mall in Urbana).

Applications must be received by **July 1, 2019**. Email a current resume, a brief explanation of why you are interested in the internship, and two professional references to Emily Cross Vayr, Development Director, at ecross@casa4kids.org.