

**Woodruff Arts Center
Campaign Intern**

Department: Transformation Campaign / Long Term Giving Team
Reports to: Manager of the Transformation Campaign & Long-Term Giving
Status: Unpaid Internship

POSITION SUMMARY:

Provide administrative and office management support for the Transformation Campaign and Long Term Giving Team

WORK SCHEDULE:

- This is a **part-time** position
- Flexible in terms of work schedule, estimated 10-12 hours a week between the hours of 9am – 5pm.

OPPORTUNITIES FOR GROWTH AND DEVELOPMENT include the following:

- Support tracking campaign solicitations
- Prepare materials for internal and external meetings
- Prospect research/identification
- Prepare mail solicitations and reports
- Regularly update word, excel, and power point documents

QUALIFICATIONS:

To perform this internship successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

- Entry level position
- Microsoft office experience required

Skills and Abilities:

- Detail-oriented and organized.
- Able to maintain a professional demeanor.
- Possess strong Microsoft Word, Excel, and PowerPoint skills.
- Have a positive attitude and be devoted to teamwork.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Some standing, walking, bending, frequent use of hands, stooping and light lifting (at least 10 pounds) is needed.
- The noise level in the work environment is usually moderate.

Please send resume and cover letter to internships@woodruffcenter.org with the Campaign Intern in subject line.