

Fundraising Coordinator

Internship title: <i>Fundraising coordinator</i>	Compensation: <i>School credit</i> <i>Letter of Recommendation</i>
Location (street address, city, state, zip): <i>3901 Centerview Drive, Suite E, Chantilly, VA 20151</i>	Hours per week: <i>Flexible (10hrs minimum)</i>
Contact info: <i>Christy Eaton, Executive Director, 571-283-6320; email address: ceaton@nvbia.com</i>	
Short Description: <i>Exciting fundraising internship offering real-world experience in creating, managing, and tracking successful fundraising campaigns and initiatives. Position allows for great creativity and flexibility in developing successful campaigns, and making adjustments to existing programs. Position is responsible for generating new campaign ideas, tracking results of current and new campaigns, and completing all donor fulfillment obligations. Gain valuable fundraising experience in this dynamic fast-paced working environment.</i>	
Full Description: <ul style="list-style-type: none"> • Help to refine and execute current Fundraising Plan • Research potential funding prospects • Submit grants and contribution applications to potential funders • Track communications with all potential funders • Maintain contact information for all potential funders • Send weekly Thank You letters to donors; • Execute all sponsor benefits. 	
Requirements: <ul style="list-style-type: none"> • <i>Computer proficient, especially in Microsoft Word, and Excel.</i> • <i>Energetic, self-starter, with flexible and positive attitude</i> • <i>Strong team player and ability to work cooperatively with others.</i> • <i>Effective verbal and written communication skills.</i> • <i>Excellent organizational, problem-solving and customer service skills.</i> 	
How to apply: <i>Submit cover letter, resume, and transcripts to info@homeaidnova.org; type "Fundraising Internship" in the subject line. Call 571-283-6320 with questions.</i>	

Event Coordinator

Internship title: <i>Event coordinator</i>	Compensation: <i>School credit</i> <i>Letter of Recommendation</i>
Location (street address, city, state, zip): <i>3901 Centerview Drive, Suite E, Chantilly, VA 20151</i>	Hours per week: <i>Flexible (10hrs minimum)</i>
Contact info: <i>Christy Eaton, Executive Director, 571-283-6320; email address: ceaton@nvbia.com</i>	
Short Description: <i>Exciting event coordinator internship offering real-world experience in helping to plan and execute HomeAid’s major social and fundraising event, and several smaller events throughout the year. Position allows for great creativity and flexibility in carrying out the duties needed to ensure successful events. Position is responsible for all details of the event that pertain to planning, marketing, hotel/food/beverage, awards presentation, speakers, programs, and on-site logistics. Gain valuable event planning experience in this dynamic, fast-paced working environment.</i>	
Full Description: <ul style="list-style-type: none"> • Help to plan and coordinate yearly events; • Maintain files, records, and contracts related to all event; • Prepare materials for event committee meetings; • Track attendees, sponsors, vendors and others for all events; • Update all marketing and communications activities related to events. 	
Requirements: <ul style="list-style-type: none"> • <i>Computer proficient, especially in Microsoft Word, and Excel.</i> • <i>Energetic, self-starter, with flexible and positive attitude</i> • <i>Strong team player and ability to work cooperatively with others.</i> • <i>Effective verbal and written communication skills.</i> • <i>Excellent organizational, problem-solving and customer service skills.</i> 	
How to apply: <i>Submit cover letter, resume, and transcripts to info@homeaidnova.org; type “Event Planning Internship” in the subject line. Call 571-283-6320 with questions.</i>	

Marketing Coordinator

Internship title: <i>Marketing coordinator</i>	Compensation: <i>School credit Letter of Recommendation</i>
Location (street address, city, state, zip): <i>3901 Centerview Drive, Suite E, Chantilly, VA 20151</i>	Hours per week: <i>Flexible (10 minimum)</i>
Contact info (name, title, email, phone, fax): <i>Christy Eaton, Executive Director, 571-283-6320; email address: ceaton@nvbia.com</i>	
Short Description: <i>Exciting marketing internship offering real-world experience in creating and managing organization's marketing activities. Position allows for great creativity and flexibility in developing new campaigns and improving existing ones. Position is responsible for marketing HomeAid's shelter programs, social events, and fundraising campaigns. Gain valuable marketing experience in this dynamic fast-paced environment.</i>	
Full Description: <ul style="list-style-type: none"> • Develop and help to execute marketing plan to promote 8th Annual Gala & Auction to target audiences; • Evaluate current marketing efforts and make adjustments or recommendations as needed; • Write copy of print ads, marketing campaigns and website; • Archive and catalog previous marketing campaigns • Compile relevant data on homelessness to create compelling marketing messages; • Research relevant events and publications to incorporate into HomeAid's marketing efforts. 	
Requirements: <ul style="list-style-type: none"> • <i>Computer proficient, especially in Microsoft Word, and Excel.</i> • <i>Energetic, self-starter, with flexible and positive attitude</i> • <i>Strong team player and ability to work cooperatively with others.</i> • <i>Effective verbal and written communication skills.</i> • <i>Excellent organizational, problem-solving and customer service skills.</i> 	
How to apply: <i>Submit cover letter, resume, and transcripts to info@homeaidnova.org; type "Marketing Internship" in the subject line. Call 571-283-6320 with questions.</i>	

Organization Name: <i>HomeAid Northern Virginia</i>	Application Deadline: <i>On-going</i>
Internship title: <i>Communications coordinator</i>	Compensation: <i>School credit</i>
Location (street address, city, state, zip): <i>3901 Centerview Drive, Suite E, Chantilly, VA 20151</i>	Hours per week: <i>Flexible (10hrs minimum)</i>
Number available: <i>One</i>	Time frame: <i>Year Round</i>
Contact info: <i>Christy Eaton, Executive Director, 571-283-6320; email address: ceaton@nvbia.com</i>	
Internship URL Address: <i>n/a</i>	
Major(s): <i>Major in Business, Management, Marketing, Communications, or other majors</i>	
Short Description: <i>Exciting communications internship offering real-world experience in creating and articulating organization mission and impact on the community. Position allows great flexibility and creativity to expand our reach and delivery of consistent messaging through many channels. Position is responsible for assisting with all communications, including print, web, email, and social networking initiatives. Gain valuable communication experience in this dynamic, fast-moving environment.</i>	
Full Description: <ul style="list-style-type: none"> • Help to refine and execute current Communications Plan including print and online materials • Research and implement communications effort on social media websites (ie FaceBook, YouTube) • Evaluate current communications efforts and make adjustments or recommendations as needed; • Write copy for print ads, marketing campaigns and website; • Compile relevant data on homelessness to use in various communications efforts; • Research and suggest new ways to reach target audiences; • Maintain list of contact information for target audiences. 	
Requirements: <ul style="list-style-type: none"> • <i>Computer proficient, especially in Microsoft Word, and Excel.</i> • <i>Energetic, self-starter, with flexible and positive attitude</i> • <i>Strong team player and ability to work cooperatively with others.</i> • <i>Effective verbal and written communication skills.</i> • <i>Excellent organizational, problem-solving and customer service skills.</i> 	
How to apply: <i>Submit cover letter, resume, and transcripts to info@homeaidnova.org; type "Communications Internship" in the subject line. Call 571-283-6320 with questions.</i>	