



TITLE: Development Intern

ORGANIZATION: Daly City Youth Health Center/Jefferson Union High School District

REPORTS TO: Development Coordinator/Development Associate of Daly City Youth Health Center

HOURS: Minimum of 10 - 15 hours a week for 6 months (November 1, 2017 – April 30, 2018)

INTRODUCTION:

The Daly City Youth Health Center believes in the potential of all young people, and with a little help and guidance, they can make smart decisions that set them on track for a healthy and productive life. Young people today are dealing with tough problems including pregnancy, sexually transmitted infections, substance abuse, stress, bullying and even suicide. The risk is greater in northern San Mateo County where at least a third of our young people live in poverty and many are immigrants facing language and cultural barriers. Many don't know where to get the help and support they need.

For 27 years the Youth Health Center has prepared our communities' teens and young adults for a healthy and productive adulthood. The Health Center is a school-linked program of the Jefferson Union High School District in collaboration with a medical clinic operated by the San Mateo Medical Center. The Health Center provides free, confidential and culturally sensitive primary medical care, mental health counseling, health and career education to adolescents aged 12-24 years of age.

We are looking for a Development Intern who is comfortable in making phone calls to potential donors for our fundraising auction, a multi-tasker to assist in logistical preparations for special campaigns, and day-to-day operations that support fund generation for the organization.

The intern will gain relevant experiences in research and fundraising, events management, and using eTapestry database. The intern will directly report to the Development Associate in absence of the Development Coordinator for task assignments and feedback.

RESPONSIBILITIES:

- Provide assistance in printing and mailing of year end solicitation letters
- Provide assistance in preparing and sending donation requests online and by mail
- Make phone calls to potential auction donors for the fundraising auction
- Research on potential sources of funds for programs
- Assist with the preparation and submission of grant reports and proposals
- Perform administrative duties such as printing of proposal documents, reproduction of event materials, organizing of development files, and other functions as needed

QUALIFICATIONS:

- In process of obtaining Bachelor's Degree in Communication, Marketing, Community Development, Health Education, or related field
- Excellent interpersonal & communication skills



- Strong writing and research skills
- Proficient in Microsoft Office
- Experience in using Microsoft Publisher or Canva is a plus
- Ability to prioritize and manage multiple tasks
- Desire to learn fundraising and event planning
- Passion for helping youth from low-income communities
- Open to feedback with a strong desire to learn development in the nonprofit sector

DURATION AND COMPENSATION:

This internship requires a minimum commitment of 10 - 15 hours a week from November 2017 to April 2018 with a possibility of extension. We will provide a small stipend to the successful candidate.

TO APPLY:

Please submit resume with a cover letter explaining your interest in the position to cnoveras@dalcityyouth.org. If accepted, the intern will be required to undergo TB test clearance and Livescan fingerprinting prior to the start of internship. Applications will be accepted until position is filled.