

## **SAMPLE INTERNSHIP DESCRIPTION – NOT CURRENTLY OPEN – FOR INFORMATION ONLY**

### **Membership Development Intern Portland Central America Solidarity Committee (PCASC)**

The Portland Central America Solidarity Committee educates and mobilizes community members, workers and students around struggles for human rights and social justice throughout the Americas. Currently we are engaged in work for immigrants rights and global justice with a focus on grassroots movements emerging from Latin America.

Website: [www.pcasc.net](http://www.pcasc.net)

Location: 2249 E Burnside St

Membership Development Internship

#### **Description:**

PCASC is seeking a membership development intern. Fundamental to a non-profit organization are effective fundraising and membership development. The goal of this position is to learn, use, and evaluate current systems to develop future membership building strategies. A major emphasis is to build a solid financial base through monthly donations from supporters. Donations from individual supporters make up one-third of our budget, interns will work to increase this percentage in order to make our organization financially sustainable.

The position will report directly to staff.

Deadline: Position open until filled.

#### **Responsibilities:**

- FINANCIAL & ACCOUNTING
- Open fundraising and membership mail.
- Process checks associated with membership, fundraising and events.
- Process Paypal, EFT, and credit card donations.
- MEMBERSHIP AND FUNDRAISING
- Maintain membership and fundraising records in data base.
- Send out membership thank you letters.
- Support Membership and Fundraising Committee activities and attend committee meetings.
- Work with volunteers to increase asks through special events & membership drives.
- Support membership phone banks.

#### **COMMUNICATIONS**

- Design materials to promote membership in the organization (both web and print).

#### **Qualifications:**

- Interest in community organizing and human rights advocacy.
- Basic computer skills in Microsoft Office and experience working with database software.
- Strong organizational and interpersonal communication skills.
- Strong writing skills.
- Experience with Quicken/QuickBooks.
- Spanish language proficiency a plus.
- Ability to work in a high energy and multitasking environment.

Hours: 6-10 per week or whatever is required for course credit.

Duration of Internship: Minimum 4 months.

Compensation: Unpaid position but will accept inquiries for academic credit.