

Join the Fund for Santa Barbara's Communications & Capacity Building Efforts

Overview

The Fund for Santa Barbara's Development Intern will provide administrative and technical support to marketing, communications, and capacity building efforts.

Requirements:

Individuals will ideally have the following:

- A strong commitment to the mission of the FUND.
- Previous administrative experience, or the ability to learn.
- Strong computing skills, including fluency in Word, Excel, or the ability to learn.
- Ability to manage multiple deadlines and thrive in a fast-paced, highly social environment.
- Experience working with diverse populations.
- Ability and desire to learn new technology and incorporate it into the FUND's operations as appropriate.
- *Preferred but not required:* Previous non-profit and/or community organizing experience

Training will be provided to support the Communications & Capacity Building Intern in their work.

Responsibilities include:

- Assisting in marketing and communications initiatives.
- Supporting the FUND's movement building research initiative.
- Database entry and upkeep.
- Updating website and social media feeds.
- Representing the FUND at local events where appropriate.

Monthly Stipend:

We offer a sliding scale stipend based on the average number of hours you work per week. Here is the formula: 20 hours / wk = \$200 / mo * 15 hours / wk = \$150 / mo * 10 hours / wk = \$100 / mo

For example, if you average 15 hours per week for four weeks, your monthly stipend is \$150. We can pay monthly or offer the lump sum at the end of your internship.

We want this to be an exceptional learning experience for our interns. Interns will also have an opportunity to attend events in the community and an array of FUND events like Bread & Roses, Capacity Building Workshops, staff meetings, Grant Award Parties, and more.

To Apply:

Contact Stanley Tzankov, Communications Manager:

Stanley@fundforsantabarbara.org / 805-962-9164

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