



Marketing & Development Internship

Kids In The Middle is seeking a student currently enrolled in college/university seeking a career in a related field of study to assist with tasks, projects, and events in marketing and development operations under the supervision of the Director of Development and the Marketing and Development Manager. One part-time intern will be selected each Fall and Spring semester working no more than 15 hours per week including some evening and weekend hours. The schedule can be negotiated with the student based on the need of the organization with leadership. *Students seeking an internship for college/university credit is preferred.*

Mission:

Kids In The Middle empowers children, parents, and families during and after divorce through counseling, education, and support.

Overview:

- Highly motivated, self-starting professional with strong verbal and written communication skills
- Must be at least 18 years old and enrolled in a college/university program working toward a degree in a related field
- Valid driver's license, clean driving record, and a reliable vehicle required; background check may be required
- Ability to lift/move up to 50 lbs.
- Strong organizational skills, attention to details, and ability to manage deadlines
- Exhibit a willingness to learn and collaborate while expanding knowledge and responsibilities
- Maintaining confidentiality as outlined by the organization

Responsibilities:

- Creation and coordination of the monthly e-newsletter
- Assist in regular maintenance of agency website including revisions, updates, and coordination of changes to featured pages
- Creation and coordination of content creation for social media (Facebook, Twitter, and LinkedIn)
- Management of donations, donor information, and running reports in the donor database.
- Researching available grants and assisting in the grant writing process.
- Coordination of Krusader efforts
- Assisting in cultivation and stewardship of donors
- Record and database creation and management of community outreach and other development projects.
- Assist Development team with all needs for special events as assigned.

Spring Intern: (January – May)

- Support Development team with all event needs for the annual Celebration of Childhood fundraising event
- Assist in the creation and distribution of annual fundraising materials
- Assist Development team with all needs for Give STL Day
- Assist with creation and distribution of annual Impact Report

Fall Intern: (August – December)

- Support Development team with all event needs for the Swirl, Sip, and Savor Wine Tasting
- Assist Development team with all needs for Giving Tuesday and the Fall Appeal
- Assist in the creation and implementation of Annual Development Plan
- Assisting the development team with all needs for Giving 4 Kids

Interested applicants should email the completed application, resume, and cover letter to Brittni Snidle at BSnidle@kitm.org.



Kids In The Middle®

**Kids In The Middle | Application for Internship
Marketing & Development Intern**

Please complete the following application and include a resume, to assist us in assessing your eligibility for an internship. Interviews will be scheduled by phone or email with appropriate applicants.

PERSONAL INFORMATION

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Name of College/University Currently Enrolled: _____

Degree / Program: _____ Expected Date of Graduation: _____

INTERNSHIP REQUIREMENTS

For which semester are you applying: ___ Fall Semester ___ Spring Semester

Total Hours Required to Receive Credit for Internship: _____

Kids In The Middle will require no more than 15 hours a week including some evenings and weekend hours. The schedule can be negotiated based upon the need of the organization with leadership.

Which days are you available during the week?

___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday

Available Start Date: _____

EXPERIENCE

Please list relevant courses you have completed:

What do you hope to gain from an internship at Kids In The Middle?

**Please email or fax your application and resume to:
Brittni Snidle, Marketing & Development Manager
Email: bsnidle@kitm.org | Fax: 314. 881.4878**