

Marketing & Development Intern

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 Marketing & Development. One part-time intern will be selected for the Summer 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 program working toward a degree in 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 30 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 posts for social media (Facebook, Twitter, Instagram, 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 the Krusader Monthly Giving program
- 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
- 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
- Assist with the annual 36-hour online giving campaign, Giving 4 Kids
- Assist with all needs for the annual gala, Celebration of Childhood

Interested applicants should email the completed application, resume, and cover letter to Alexa Lomantini at Alomantini@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 Summer 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 your application and resume to:
Alexa Lomantini, Development Coordinator
Alomantini@kitm.org