

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 Development. One part-time intern will be selected for the Summer semester working no more than 15 hours per week. 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.
- Creation and coordination of content posts for social media. (Facebook, Twitter, Instagram, and LinkedIn)
- Assist with coordination of donations, donor information, and communications in the database.
- Researching available grants and assisting in the grant writing process.
- Revamping of the Monthly Giving program.
- Assisting in cultivation and stewardship of donors.
- Assist Development team with needs for special events
- Assist with all needs for the annual gala, Celebration of Childhood
- Assist with creation of donor survey
- Create and edit tax acknowledgment letters
- Create agency blog

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**