



COMMUNICATIONS AND DEVELOPMENT INTERN Spring Internship Available

Overview

The League of Women Voters of New Jersey internship program is designed to provide college students with valuable experience working for a nonprofit. The League of Women Voters of New Jersey is a unique nonprofit because it is a nonpartisan political organization which works to both educate voters and advocate for certain policy issues.

This internship is ideal for a variety of candidates who are interested in politics, nonprofit work, and activism. Interns will gain diverse experience in communications, marketing, fundraising, research, and outreach. Above all the League of Women Voters of New Jersey internship program is designed as a learning experience to shape future leaders.

Skills and Qualifications:

- Undergraduate or graduate student
- Superior written and oral communication skills
- Strong research skills
- Strong organizational skills and high attention to detail
- Experience with Microsoft Word and Excel
- Creative and innovative thinking
- Desire to learn, ability to follow through on assignments, and ability to work independently

Responsibilities:

- Conduct research on individual, corporate and foundation prospects and assist with drafting and editing of grant proposals
- Assist in writing and editing educational and policy publications
- Assisting with drafting newsletters, press releases, and other printed and electronic communications material
- Researching potential press contacts and maintaining a database of relevant news coverage
- Assisting with strategic planning to expand membership and increase donations
- Attending events and assisting with event planning and implementation
- Assist with drafting and editing of grant proposals and other donor correspondence
- Mailings, database upkeep, answering phones (including the VOTeline which provides voting information to the public), and other daily office tasks

To Apply:

Please email a cover letter, resume, and a short writing sample to Jessica Burns, Director of Communications and Projects at jburns@lwnj.org by **January 20, 2012**. This internship is from February until May, is unpaid, and requires a commitment of at least 10 hours per week.