

OPERATIONS -COMMUNICATIONS INTERN
POSITION

Bader Philanthropies, Inc. seeks an Operations Intern who will assist with the Foundation's special events, data entry, facilities management, presentation materials, bookkeeping, administrative support to the Program, Engagement and Strategy & Culture team and general office duties. This is a part-time, in-office, paid position (a one-year commitment is requested).

Communications Activities:

- Works with Communications Director on Foundation's social media and communications plan;
- Drafts content, posts and surfs on social media outlets (Facebook, Twitter, Instagram, Linked In, Foundation blogs, etc.) to promote Bader Philanthropies events, grantees and stories;
- Updates website content and photos on WordPress;
- Generates monthly e-newsletter using basic HTML;
- Produces videos, infographics and presentations for Foundation events;
- Designs and schedules public messages on Watchfire to display on a monument LED sign;
- Creates invitations, brochures, flyers and print ads for special events using Constant Contact, Adobe Photoshop and InDesign;
- Monitors print, TV online media coverage on issues relevant to Foundation's program areas and grantees; and
- Reports website and social media analytics on a quarterly and annual basis;

General Operations Activities:

- Coordinates office and hospitality supply inventory;
- Schedules group meetings and events;
- Assists with registration and materials for conferences and other community events; gathers logistic information for meetings;
- Assists with event set up and breakdown;
- Assist Grants team with scheduling, and following up with applicants and grantees regarding site visits and reporting;
- Arrange and host Zoom events;
- Assists with file and data management;
- Enters data and generates data reports;
- Provides light bookkeeping assistance;
- Participates in reception coverage rotation; greets guests and receives incoming calls; and
- Assists Intern team as needed with special event materials and other projects and duties as assigned.

Qualifications:

- High School degree required, current enrollment in a bachelor's degree communications or related program;
- Excellent written and verbal communications skills, with particular a strength in interpersonal communications;
- Computer graphics skills;
- Ability to work on multiple projects simultaneously;
- Professional demeanor, ability to work with a diverse group of people, both independently and as part of a team; and
- Prior office and events experience are a plus.

Application: Apply to merilou@bader.org by Friday, August 11, 2023.

- Cover Letter: Please detail why you want to intern at Bader Philanthropies, your internship objectives, and your career goals. *Please also indicate your availability (start date, end date, days, and hours you are available).*
- Résumé: Please list your complete educational and professional data and information about extracurricular activities.