



INTERNSHIPS AT DWC

The mission of the Downtown Women's Center is to provide permanent supportive housing and a safe and healthy community, fostering dignity, self respect and personal stability and to advocate ending homelessness for women. Founded in 1978, the Downtown Women's Center (DWC) was the first local nonprofit organization to exclusively serve mentally ill and elderly homeless women on Los Angeles' Skid Row. DWC is committed to providing each woman with the support necessary to achieve self-sufficiency. More at www.DWCweb.org

DEVELOPMENT DEPARTMENT INTERN

The intern will work directly with the Development Coordinator and Events Coordinator to develop projects to raise funds and other resources for DWC. This opportunity is ideal for students interested in business, event planning, and fundraising.

JOB DUTIES

- Researching and responding to inquiries from prospective donors and event sponsors
- Preparing thank-you letters and conducting thank-you calls
- Creating public calendar updates and other promotional activities for fundraising events
- Assisting with mass mailings
- Maintaining donor database records
- All other duties as assigned

SPECIAL SKILLS/QUALIFICATIONS

- Possess excellent oral and written communication skills
- Detail-oriented and highly organized
- Professional attitude; friendly, positive approach
- Creative thinking
- Understanding of the Center's unique approach to service provision
- BA or currently rising junior or senior in a fulltime BA program (preferred majors include, but are not limited to: Business, Communications, English)

APPLICATION INSTRUCTIONS

CONTACT: Email cover letter and resume to Allison Bamberg, Volunteer Department Associate, Volunteer@DWCweb.org.

SKILLS/QUALIFICATIONS: *Ideal candidates for all internships will demonstrate the following*

- Have a professional attitude and friendly, positive approach
- Be a problem-solver and self-starter who enjoys working in a team-oriented environment
- Understand the Center's unique approach to service provision and committed to working towards an end to homelessness

TIME COMMITMENT: 15-20 hours/week for 15 weeks (options for longer internships are also available)

COMPENSATION: Internships are unpaid. Academic credit is possible depending on requirements.