



Community Engagement and Development Intern

Nashville International Center for Empowerment, established in 2005, is a nonprofit 501(c)(3) community-based organization dedicated to ensuring refugees and immigrants achieve their full potential now and for generations to come.

Title of Position: Community Engagement/Development Intern

Purpose: The purpose of the CE and Development Intern is to support the development team with donor engagement, event planning, outreach and volunteer management.

Commitment:

Minimum: 5 hours per week

Maximum: 15 hours per week

Majority of hours will be scheduled Monday-Thursday during business hours. Occasional nights and weekends as needed.

Duties:

- Assist with event planning and organization, including directing day-of volunteers, contacting vendors or researching potential venues
- Help with event set-up and tear down
- Increase donor communication by writing thank you notes and sending post cards
- Help secure in-kind donations for events and give-aways
- Assist with planning volunteer appreciation events
- Data entry and donor database management
- Manage inventory of NICE merchandise and package/send merchandise as needed
- Track status of volunteer onboarding and background checks; assist with follow up as needed
- Distribute NICE flyers and information at outreach events. Represent NICE at resource fairs and outreach events

Requirements:

- Proficiency in Microsoft Office Programs
- Ability to work independently
- Demonstrated effective communication skills
- Attention to detail and time management skills
- Neat and legible handwriting

Preferences:

- Experience working with diverse populations
- Interest in communications, development and fundraising
- Experience with volunteer management or event planning

Supervisor: This position reports to to the Associate Director of Development

To apply, please fill out the Internship Application, and direct any questions to the Volunteer & Training Coordinator at volunteer@empowernashville.org.