



Engagement Intern Job Description

Do you want to learn how nonprofits operate? Are you hoping to build a career in nonprofit communications, events, policy, and/or related to sustainable and equitable transportation, land use, and housing in the Washington, DC, area?

Greater Greater Washington is seeking an Engagement Intern to help strengthen our interactions with our community of readers, members, and volunteers. This position is predominantly administrative, though there will be opportunities for this intern to engage further in fundraising, research, or advocacy efforts if they would like.

This is a remote, part-time position suitable for a college or graduate student during the summer of 2022. We encourage and support individuals who can bring a racially, economically, or geographically diverse perspective to our organization and our work.

Responsibilities

Fundraising (20% of time)

- Support management of the GGWash Neighborhood, our recurring donor program
- Assist in researching foundation grant prospects

Events (20% of time)

- Assist staff and volunteers with virtual and in-person event planning for events such as webinars or panel discussions.

Data Entry and Analysis (40% of time)

- Help with day-to-day management of our CRM (Constituent Relationship Management system).
- Learn to use our CRM to track engagement history and run reports on donor activity
- Work with development staff to analyze the effectiveness of current fundraising strategies

Communications and Advocacy (20% of time)

- Monitor inquiries sent to organization email inboxes to help streamline supporter engagement
- Learn how to use our CRM to facilitate conversation and engagement with our readers and supporters

- Author at least one article for the GGWash publication.

Efforts will be made to tailor specific tasks to the intern's interests. The intern should also expect to assist with some administrative tasks and be willing to take on other duties as assigned.

About You

You should apply **if you meet at least 75-80%** of the following criteria:

- You are extremely organized, detail-oriented, and thorough in your work and able to produce accurate, high-quality documents.
- You are capable of taking direction and successfully managing multiple tasks simultaneously with little daily supervision.
- You have a demonstrated interest in issues GGWash covers, such as transportation, housing, sustainability, and equity.
- You have a connection to and/or experience with the Washington, DC, region.
- You want to have experience working with and managing volunteers.
- You are an excellent writer who can draft effective copy around what are often complex public policy issues.
- You want to have experience helping to organize successful events.
- You want to have experience with digital organizing, advocacy or content creation.
- You want to learn how nonprofits use database systems to further fundraising and engagement goals.
- You are able to work between 15 and 20 hours per week for the duration of the internship.

Compensation

This is a paid internship compensated at \$18 per hour, for 15-20 hours per week, for a maximum of 18 weeks between June 2022 and August 2022. This position is not eligible for fringe benefits. Exact hours and timing are somewhat flexible and will be determined between the intern and manager. This position involves working remotely, with the option to meet in person if local, and requires access to a computer and workspace with an Internet connection.

About Greater Greater Washington

Greater Greater Washington is a nonprofit organization that brings people together online and offline to discuss, organize, and advocate for an inclusive, diverse, growing Washington, DC, region where all people can choose to live in walkable urban communities. We are committed to helping the Washington region advance equity and sustainability of our society and the built environment.

- Our publication informs and educates people around the Washington region and world about the forces that shape our region and the people in it.
- Our policy work advances reforms to housing, land use, and transportation that further our mission, by working with decision-makers and advocates alike.

Greater Greater Washington provides equal employment opportunities to all applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, military status, marital status or disability.

How to apply

Interested candidates should send their resume, a one-page cover letter explaining why you think this position is a good fit for you, and a short writing sample to jobs@ggwash.org with “Internship Application” in the subject line by **March 31, 2022**.

Please direct any questions about the position to Kate Jentoft-Herr at supporters@ggwash.org.