



Position Title: **Communications & Development Intern**

Reports to: Communications Director

Location: Conroe, TX

Status: Exempt

- Assist with planning and management of a comprehensive, targeted, and sustainable communications plan that supports CASA's mission and promotes the success of CASA initiatives.
- Assist with the design and implementation of a monthly calendar including public relations, advertising, newsletter, blog, editorial, development and online components.
- Assist with maintenance of the organizational brand platform and brand identity and ensure its consistent application across all media, including communications work done by volunteers.
- Collaborate and contribute to overall Development and Volunteer Recruitment efforts.
- Contribute to the development and implementation the organization's communication efforts in public relations, print and design, online outreach, marketing campaigns and event marketing.
- Serves as an organizational ambassador, nurturing community relationships.
- Assist Development Director with fundraising events and successful relationship management with fundraising volunteers.
- Assist with research and identification of new materials and opportunities for information regarding latest research and information on child abuse and neglect. Incorporate into grants, newsletters, correspondence, and other materials.
- Collaborate with the Development Director to develop and update fundraising and donor management material.
- Assist the Development Team with grant research and writing.
- Assist with updating the website as needed
- Assist with social media content creation.
- Collaborate with the Development team in donor research, collecting of incomplete data, lapsed donor management through segmentation and analysis of our database.

## QUALIFICATIONS

- Interest in the nonprofit sector
- Understanding of data reporting and aptitude for numbers
- Ability to relate well to volunteers
- Two years of college in a related degree field
- High degree of organization skills
- Excellent written and verbal communication skills
- Strong PC skills and aptitude for learning software. Proficient at MS Office applications.
- Ability to interact effectively with staff, volunteers, donors
- Flexible and adaptable work and interpersonal style
- Ability to work both independently without close oversight, but also function as a team player who will take initiative, and manage multiple tasks and projects concurrently
- Must pass National criminal, National sex offender and Child Abuse and Neglect Central Registry background checks

## Core Organizational Behaviors

Employee behaviors which model:

1. Effective teamwork within the organization and positive collaborations with external organizations and individuals,
2. A supportive and positive attitude towards organizational changes,
3. Demonstrated innovation,
4. Demonstrated capacity to perform at or above the stated job requirements,
5. A level of professionalism and judgment in business situations appropriate to the position.

## To apply:

1. Download the CASA Employment Application: <https://casaspeaks4kids.com/about/careers-casa/>
2. Please fill out and return the completed application to [Alli@CASASpeaks4Kids.com](mailto:Alli@CASASpeaks4Kids.com) by Friday, April 14, 2023.

CASA Child Advocates of Montgomery County provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, CASA Child Advocates of Montgomery County complies with applicable state and local laws governing nondiscrimination in. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. CASA Child Advocates of Montgomery County expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of CASA Child Advocates of Montgomery County's employees to perform their job duties may result in discipline up to and including discharge.