



**BOYS & GIRLS CLUBS
OF BLOOMINGTON**

Summer Administrative Internships

Resource Development Intern

Hours: 20-40 hrs./week (flexible)

Pay Rate: Stipend

Duration: Summer

Resource Development Intern will assist the development team in their efforts to generate financial support by targeting corporations, foundations, civic groups and individual donors within the community. Responsibilities can be included but not limited to the overall coordination of events, campaigns, collateral materials; donor communications and appeals as needed; assisting the Grants Manager in record keeping; qualitative and quantitative data entry, fiscal reporting requirements and other general office work assigned.

Marketing Intern

Hours: 20-40 hrs./week (flexible)

Pay Rate: Stipend

Duration: Summer

The Marketing Intern will assist in managing all branding, marketing, and design activities related to Resource Development as needed for the Boys & Girls Clubs of Bloomington. Responsibilities can include, but not limited to creating marketing materials for the organization such as program info sheets, event flyers, invitations, and other materials; maintaining, updating, and creating content for social media sites; creating content for the organization webpage; creating advertisements for the local news media; writing and editing press releases; attend Club events and programming sessions as available to take photographs or video.

If interested in applying for any of these positions please send a resume and cover letter to Leslie Abshier at labshier@bgcbloomington.org.