



**BOYS & GIRLS CLUBS  
OF BLOOMINGTON**

## **2024-2025 School Year Administrative Internships**

### **Resource Development Intern (1 position available)**

**Hours: A minimum of 15 hrs/week required. Could do as many as 25 hrs/week.**

**Pay Rate: Stipend depending on hours worked**

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 assistance with the overall coordination of events, campaigns, collateral and marketing materials; donor communications and appeals as needed; assisting with grants in record keeping or reporting; qualitative and quantitative data entry, fiscal reporting requirements and other general office work, as assigned.

### **Media Intern (1 position available)**

**Hours: A minimum of 12 hrs/week required. Could do as many as 20 hrs/week.**

**Pay Rate: Stipend depending on hours worked**

The Media 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; content creation includes videography and video editing; 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. ***MUST*** be proficient in video editing.

### **Event Intern (1 position available)**

**Hours: A minimum of 12 hrs/week required. Could do as many as 20 hrs/week.**

**Pay Rate: Stipend depending on hours worked**

Event Intern will assist the development team in their efforts to generate financial support through roughly 12 events. Responsibilities can be included but not limited to the assistance with the overall coordination of events (sponsorships, in-kind donations, marketing, event processes, logistics, event day work, etc.), campaigns, collateral and marketing materials; donor communications and appeals as needed; qualitative and quantitative data entry, and other general office work, as assigned.

### **Lemonade Day Intern (1 position available in Spring 2025 ONLY)**

**Hours: A minimum of 15 hrs/week required. Could do as many as 25 hrs/week.**

**Pay Rate: Stipend depending on hours worked**

Lemonade Day Intern will assist the development team in their efforts to plan the Lemonade Day program and six related events to take place during the Spring and Summer of 2024. Responsibilities can be included but not limited to the assistance with the overall coordination of events (sponsorships, in-kind donations, marketing, event processes, etc.); collateral and marketing materials; donor communications and appeals as needed; qualitative and quantitative data entry, fiscal reporting requirements and other general office work, as assigned. Could stay on in the summer, if interested.

**If interested in applying for any of these positions, please send a resume and cover letter to Leslie Abshier at [labshier@bgcbloomington.org](mailto:labshier@bgcbloomington.org).**