

Position: Digital Media Intern – Corporate Fundraising (Summer 2017)

Location: Children’s Bureau, Inc.
Gene Glick Family Support Center
1575 Dr. Martin Luther King Jr. Street, Indianapolis, IN 46202

Are you a creative thinker who enjoys connecting people and maintaining relationships? Do you believe companies should give back to their communities? Are you willing to invest in the details for the success of a larger goal? If so, spend your summer getting professional experience at one of Indiana’s most progressive nonprofits.

“Interning with Children’s Bureau was a unique opportunity to gain hands-on experience working for a nonprofit while simultaneously giving back to my community. Collaborating in a fun, team atmosphere enhanced my knowledge of social media, event planning, corporate relations, and ultimately provided me with the skills necessary to start my career.” – Jessica Almon, 2015 Children’s Bureau Intern

What You’ll Do

- Collaborate with other interns and supervisors in a fun, fast-paced environment
- Interfacing with a variety of stakeholders -- agency volunteers, corporate partners, clients, executive staff, donors, etc.
- Moving on with a wealth of experience in fundraising, digital communications, project management, relationship-building and stewardship
- A team that listens and is committed to your learning experience

Key Objectives:

- Design, schedule and track daily social media posts that highlight the companies that partner with Children’s Bureau and their corporate social responsibility
- Use Adobe InDesign to create visually appealing, interactive review packets for partner companies
- Develop engaging content for email marketing
- Coordinate logistics for monthly Meet and Greet events and corporate networking
- Learn about Children’s Bureau’s corporate partners and invest in the relationships
- Contribute to preparations for signature fundraising event, the 20th annual Children’s Bureau Celebrity Cook-Off
- Present your experience to Children’s Bureau executives at the conclusion of your internship

What We’re Looking For

- Use of good judgment and ability to maintain confidentiality
- Ability to manage multiple projects simultaneously with attention to detail
- Good organizational skills, integrity and excellent follow through
- Be actively enrolled in an accredited college or university as a junior or senior (in good standing)
- **Minimum** of intermediate design skills with Adobe Creative Suite (emphasis on InDesign/Photoshop)
- Enjoy learning and working as a team!

The Fine Print

- 20 hours per week (full time consideration for the right applicant)
- Must have access to reliable transportation
- Language requirements: Fluent written and spoken English
- This is a paid internship with a stipend awarded at the end of 12 weeks.
- Email a cover letter, resume and digital portfolio to cbcommunications@childrensbureau.org.

Children’s Bureau is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity, religion, disability, ethnicity, national origin, marital status, veteran status, or any other legally-protected status.