

Development Intern

End Slavery Tennessee (ESTN)

AGENCY DESCRIPTION:

ESTN is a faith-based, not-for-profit organization. Adopted by ESTN at its founding, the Mission, Vision and Values describe who we are and the beliefs which animate our actions. Compulsory agreement with this statement is not a condition of employment. We hire and appoint persons who are committed to our mission to promote healing of human trafficking survivors in an environment of faith and spirituality to restore hope and a lifetime of community. The mission of End Slavery Tennessee is to nurture survivor healing and strategically combat human trafficking in Tennessee. We are an agency focused on professional excellence. The work environment will focus around an inclusive team - all working towards the mission, value and vision of the organization.

REPORTS TO: Development Specialist

POSITION SUMMARY:

The Development Intern works closely with the Communications & Events Specialist at ESTN to devise a marketing and communication strategy for the agency as well as assisting with the execution of major fundraising events throughout the year. The position will also work closely with the Development Specialist on donor relations and development administrative tasks.

KEY RESPONSIBILITIES:

- Content creation for ESTN e-newsletters
- Web maintenance of endslaverytn.org
- Assist in social media posting and development
- Support development team with various event planning and production needs
- Assist with design and distribution of printed materials (brochures, flyers, posters, etc.)
- Record maintenance in donor database
- Assist with in-kind donation reconciliation
- Content creation for donor recognition
- Additional administrative tasks as needed

WORK ENVIRONMENT:



Work carried out primarily in an office setting with intermittent sitting, standing, walking and some light physical activity. Most work is performed while sitting and using the computer, phone and engaged in face-to-face conversation with staff and/or clients. Some car travel and use of personal vehicle is required. The work expectations will include some work at the ESTN offices along with some work from home opportunities.

EDUCATION, EXPERIENCE AND SKILLS:

Required:

- Excellent written and verbal communication skills
- Recent graduate or college student pursuing a degree in marketing, communications, graphic design or another related program strongly preferred
- Strong organizational skills
- Ability to prioritize assignments, meet deadlines, and be flexible
- Able to maintain confidentiality, as required by law and in the best interest of survivors, donors, and the organizations as a whole
- A desire and ability to work in a fast-paced environment
- Strong computer skills, including proficiency in Microsoft Office
- Valid Tennessee driver's license, state-required driver's insurance, and access to reliable personal transportation

Preferred:

- Experience with marketing and social media (Facebook, Twitter, Instagram, LinkedIn)
- Experience working with Canva, Buffer and email marketing platforms
- General knowledge about the issue of Human Trafficking and End Slavery Tennessee

ADDITIONAL REQUIREMENTS:

1. A background check is required
2. Initial drug screening is required
3. COVID vaccine is not required for this position, but strongly recommend as the agency works with a high-risk population

JOB TYPE:

Part-time, unpaid internship, 15-20 hours per week (willing to work some evening and weekend hours, as needed). Some travel may be required, and mileage will be reimbursed.

CONTACT INFORMATION AND PROCEDURE:

To apply for this internship, please submit a cover letter, resume and example of design work to tbowden@endslaverytn.org with your name and title of position you are applying for in the subject line. No phone calls accepted for this position.

