



## **Development Internship — Downtown Los Angeles office & Remote**

Are you bothered by the fact that 9 out of 10 Californian's breathe air that violates Federal Clean Air Act standards? Does climate change burn you up? Do you think it's unfair that people who live in poor neighborhoods are exposed to a toxic soup of dirty air daily basis?

Do you want to do something about it?

Interns at the Coalition for Clean Air (CCA) play a valuable role in our fight to restore clean, healthy air to California. Join our team of experienced professionals as we move the needle forward on policies that will save lives and improve the quality of life for Californians.

Interns will learn tactics around social media, email communications, donor relations and prospect research. Interning at CCA will give you real-world experience in the fast-moving communications and development fields in a fun, collegial atmosphere.

Our organization values creativity, collaboration, and standing up for the little guy. We are looking for someone with attention to detail, an inquisitive mind and excellent research skills. Interns are considered volunteers (school credit or unpaid) and must be available at least 12-16 hours per week. We are looking for a 10-week commitment.

### **Responsibilities may include:**

- Translate complex ideas into easy-to-understand social media parts
- Research potential sponsors and donors
- Assist Development department in creating new and innovative fundraising initiatives
- Assist Development department in creating special thank you initiatives
  - Researching psychographic and demographic information of target populations
- Draft correspondences, appeals, articles, and marketing materials
- Assist with database development and maintenance
- Organize marketing, communications and archival materials
- Assist with fundraising and donor cultivation events

### **Positions you will shadow:**

- Director of Development – Development and Events Manager – Communications Manager – Office Manager

### **Qualifications:**

- Must be a current undergraduate student
- Strong written and oral communication
- Strong organizational and computer skills
- Must be detail-oriented and able to handle multiple assignments
- Ability to take initiative and work independently, as well as to work in a team environment
- Commitment to the mission of the CCA Suggested majors that may benefit most from this internship:
  - Communications - Marketing / Public Relations - Journalism - English - Political Science - Environmental Studies

**Contact:** Interested applicants should submit a cover letter and resume in .pdf format to Karin Volpp-Gardela at [karin@ccair.org](mailto:karin@ccair.org), subject: Development Intern.