

Development Intern

Total hours 12-15 hours per week/\$20 per hour

Responsibilities include:

- Learn eTapestry database by participating in online tutorials with an expectation of passing the eTapestry Fundamentals Certification exam
- Gift entry and acknowledgment of financial gifts in eTapestry
- Assist with data entry to maintain an accurate and dynamic database system
- Support annual fundraising projects including cultivation and stewardship events
- Assist with developing newsletter content and formatting
- Help develop, build content, and maximize the use of the Council social media channels
- Support other Council staff members with projects as needed (i.e. main office, food pantry, thrift shop)

Knowledge, Skills, Abilities:

- Ability to execute small and large details to achieve long-term objectives
- Strong written communication skills
- Demonstrates superior customer service and organizational skills
- Displays proficient use of Microsoft Office to include Outlook, Word & Excel.
- Aptitude in using databases, Constant Contact, Canva a plus
- Exhibits self-drive, flexibility and decision-making skills
- Desire to work efficiently and reliably, both autonomously and in a team capacity
- Willingness to take on assignments/tasks based on the needs of the organization
- An interest in and a desire to contribute to the mission of the Needham Community Council
<http://needhamcouncil.org/>
- Dependability
- Ability to keep all information confidential

To apply please submit a letter of interest and resume to srobinson@needhamcouncil.org