



greater pittsburgh

Development and Communications Intern – (research and writing emphasis)

The YWCA Greater Pittsburgh strengthens the Pittsburgh community by creating and advancing opportunities for all women to seek equality and self-sufficiency. Here in the Development and Communications Department, we oversee organizational communications and coordinate all fundraising activity, including the *Tribute to Women Leadership Awards Luncheon*, held annually in May of each year for 700-800 women. We are currently seeking an intern with a concentration in and/or working toward a degree in Marketing/Communications/Public Relations who has an interest in the research and writing components of organizational fundraising. This internship is based at the YWCA’s downtown Pittsburgh site at 305 Wood Street.

Responsibilities Include:

Assisting the Development and Communications Team with all aspects of individual, foundation, and corporate fundraising, including but not limited to: research, writing, mailings, database updates, plan development, activity calendars, tracking, reporting, and networking.

Skills Required:

- Excellent written and oral communication skills
- Proficiency with Microsoft Office software
- Comfortable asking for donations over the phone and in person
- Ability to work independently and with others
- Reliability and flexibility
- High degree of accuracy
- Strong organizational and management skills
- Ability to adapt as needed
- Professional with a strong work ethic

Time Commitment:

- 15-20 hours per week (flexible schedule)
- February to May

Contact:

YWCA Greater Pittsburgh
Human Resources Department
305 Wood Street
Pittsburgh, PA 15222
ywcapghjobs@ywcapgh.org