



## GreenLight Fund Cincinnati Summer Intern 2018

Accepting applications through March 31, 2018: email [edrongowski@greenlightfund.org](mailto:edrongowski@greenlightfund.org) with resume and a one page (maximum) document describing a problem that your community faces and what solutions you think are working/would work to solve it and why.

### GREENLIGHT FUND CINCINNATI -----

#### **Who we are:**

The GreenLight Fund is a national 501(c)(3) organization that brings innovative approaches to make measurable social impact in our communities. We work in a growing network of cities to help transform the lives of low-income children, youth and families who live in high poverty areas by importing high-performing, innovative nonprofits that have proven results in other communities.

GreenLight was founded in Boston in 2004 and now also operates in Philadelphia, the San Francisco Bay Area, Cincinnati, Detroit, and Charlotte. Collectively in 2016, organizations in the GreenLight Fund portfolio across our sites reached more than 60,000 children and families with proven, life-changing programs. Learn more here: [www.greenlightfund.org](http://www.greenlightfund.org).

#### **What we do:**

GreenLight Fund Cincinnati conducts an annual process to identify critical gaps and programming needs pertaining to low-income children and families. We then choose and invest in an innovative, high performing organization that has significant, proven outcomes; and then galvanizes local and national support across sectors to achieve sustainability and scale.

### SUMMER INTERN -----

#### **Who we're looking for:**

Seeking an entrepreneurial, organized, and research-focused intern who works independently and has experience/interest in serving children and families in Cincinnati. This intern will touch the many different parts of GreenLight's work—including diligence and research on local issues and non-profits, creating content for social media and newsletters, planning fundraising events, and supporting administrative needs.

We are looking for someone who is interested in Cincinnati, philanthropy, and social justice, who works well with a team and is eager to take a lead on research and new projects.

#### **Compensation and time:**

This position pays \$10.00 an hour. Expected start date is May 2017 – end date is flexible, including either short-term or extension beyond summer. Likely workweek is 20 hours with flexibility and opportunities for professional development.

## **Internships Responsibilities:**

### Research and Due Diligence

- Research current, relevant Cincinnati issues and priorities among low-income communities
- Create database on local issues and demographics that will be used for future needs assessments

### Communications and Fundraising:

- Create content for organization's social media platforms
- Maintain and contribute regularly to GreenLight Fund Cincinnati's blog, Twitter account and e-newsletter
- Assist with planning and execution of fundraising events
- Complete potential donor research

### Capacity Building and Administration

- Assist with scheduling and follow-up of key meetings and/or site visits
- Assist with data entry and database management when needed

### Other:

- Identify other personal growth areas and integrate into the role
- Bring joy to your work and the team!
- We are excited to hire someone who brings their own ideas to this position—once on board, it will be encouraged to find a project/area that you are passionate about and work with a supervisor to establish a work plan to complete it.