



GreenLight Fund Bay Area Fall Intern 2018

Accepting applications through **September 7, 2018**: email smills@greenlightfund.org with resume and cover letter combined as one PDF document. Applications will be reviewed on a rolling basis.

GREENLIGHT FUND BAY AREA -----

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.

What we do:

GreenLight Fund Bay Area 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 galvanize local and national support across sectors to achieve sustainability and scale.

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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 the Bay Area. This intern will touch the many different parts of GreenLight's work—including fundraising diligence and research for prospect data management, creating content for social media and newsletters, and supporting administrative needs.

We are looking for someone who is interested in the Bay Area, 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 a \$1,500 stipend. Expected start date is September 27, 2018 through December – start/end date is flexible, including either short-term or possibility for extension beyond December. Likely workweek is 10-20 hours with flexibility and opportunities for professional development.

Internship Responsibilities:

Communications and Fundraising

- Create content for organization's social media platforms
- Maintain and contribute to GreenLight Fund Bay Area's blog, Twitter account and e-newsletter
- Compile potential donor research
- Data management support

Capacity Building and Administration

- Assist with scheduling and follow-up of key meetings
- Assist with additional data entry and database management/organization when needed

Program

- Assist with researching issue areas
- Assist with compiling organizational information

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.

At GreenLight Fund we are committed to fostering diversity, equity, and inclusion at every level of our organization. We recognize and appreciate the value of building a diverse workforce and creating an inclusive work environment. GreenLight Fund takes pride in being an equal opportunity employer regardless of age, ethnicity, gender, gender expression, gender identity, genetic information, marital status, national or ethnic origin, physical or mental ability, race, religion, sexual orientation or veteran status.

If you need assistance or an accommodation due to a disability, you may contact us at talent@greenlightfund.org