



Silver Lining Mentoring Development and Communications Intern

Silver Lining Mentoring empowers youth in foster care to flourish through committed mentoring relationships and the development of essential life skills. For fifteen years, Silver Lining Mentoring (SLM) has enjoyed continuous success in matching youth in the child welfare system with highly committed volunteer mentors. Silver Lining Mentoring is the only mentoring organization in Massachusetts that focuses exclusively on youth impacted by foster care.

For more information on our work, our supporters and the incredible young people we serve, please visit www.silverliningmentoring.org.

Position Overview:

The Development Intern will support Silver Lining Mentoring's development and communications team. Silver Lining Mentoring plans to increase the number of youth we serve by nearly 40% to 500 individuals by 2020. In order to reach this goal, Silver Lining Mentoring is engaging in a strategic development and communications plan to expand our network and increase our number of supporters. The Development Intern will play a vital role in this effort by providing assistance with the organization's social media presence, print communications, and data collection and management.

The position will run September - December and is approximately 15 hours, or two full days, per week. Course credit is available. The Development Intern will report to the Development Manager

Responsibilities:

1. Communications Support (50% of position):
 - Assist the External Relations Manager in maintaining an active social media presence and increase the organization's engagement on Facebook, Twitter, Instagram, and LinkedIn.
 - Use Google Analytics and other tools to analyze Silver Lining Mentoring's effectiveness in reaching its target audiences.
 - Design and create print communications materials as needed.
 - Assist with event preparation (Rodman Ride, Giving Tuesday fundraisers, etc.) as needed.
2. Data Collection and Management (50% of position):
 - Assist the development team and CEO with information entry and updates to supporter profiles within the organization's Salesforce database.
 - Prepare and mail donor acknowledgement letters.
 - Assist with the organization's annual appeal mailing.
 - Help review research and add relevant information to the organization's Case for Support.

Qualifications

- Commitment to and belief in the mission, vision, and values of Silver Lining Mentoring.
- Silver Lining Mentoring is looking for students in their third or fourth year of college.
- Proficient in Microsoft Office and Google Suite.
- Familiarity with social media platforms.
- Schoolwork in marketing and/or communications a plus, but not required.
- Strong interpersonal, oral and written communication skills.
- Effective planning, organizational, and time management skills and keen attention to detail.
- Ability to multi-task and to respond flexibly to a fluid and evolving work environment.
- Commitment to social justice and cultural responsiveness.
- Silver Lining Mentoring is committed to building a culturally diverse staff and strongly encourages applications from people of color and people with foster care experience.

Silver Lining Mentoring offers a strengths-based collaborative staff team, flexible work environment, and accessible office location in downtown Boston. Silver Lining Mentoring is an Equal Opportunity Employer.

<http://www.silverliningmentoring.org>

To Apply:

Submit cover letter and resume to ashley@silverliningmentoring.org with “Development Intern” as subject line.