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hr@dowork.org

Engagement Intern (Development Department)

Location: Los Angeles, CA
Reports to: Engagement Manager
Start: Spring 2024 & Summer 2024

About Us

WORK accompanies families in Haiti out of poverty through good, dignified jobs. We work primarily in landfill communities with informal collectors to improve the dignity and value of human-powered supply chains at the first mile. Our goal is simple, to ensure two heads of household are in living income jobs so that each family can pull themselves out of poverty forever.

Our culture is collaborative, entrepreneurial, and fast-paced. We maximize resources to provide the most effective services for the families we serve. We're looking for an entrepreneurially minded, organized, and detail-oriented individual. The new intern must be adaptable, positive, and collaborative.

Responsibilities

The intern will work with our Engagement (Development) team, reporting to our Engagement Manager. The scope of the interns projects will include the following:

- Work with supervisor on fundraising and engagement events as directed.
- Assist with planning and execution of various partnered and community events.
- Assist with Run Series Program participant and volunteer recruitment.
- Engage with Run Series Alum to gather stories of impact to share on all marketing channels.
- Conduct research on potential donors, vendors, strategic partners, markets and industries.
- Assist with solicitation of auction items and raffle items for fundraising events.
- Schedule and attend networking and tabling opportunities.
- Assist with mailings, filing, and special projects as needed.
- Send thank yous, acknowledgement receipts and other donor stewardship touches.
- Assist in data entry and reporting, and direct service and advocacy

Qualifications

- Effective oral, written, and presentation communication skills
- Ability to work professionally in corporate and non-profit environments
- Detail oriented and ability to prioritize
- Strong writing and research skills
- Ability to multi-task and work independently

LEADERSHIP

IAN ROSENBERGER Thread (Founder & President)
SUZANNE GRAF The Priory Hotel (Secretary & Treasurer)
DR. JAMES (JEB) BLAUGRUND, MD UPMC
JOSH ELKES Harbour

ADAM FREEDGOOD Third Partners, LLC
JOHN GRAF The Priory Hotel
KRISTEN MAUCLAIR North Allegheny School District
VIVIEN LUK Executive Director

- Database experience, a plus
- Strong interpersonal skills
- Willing to learn new things and take on new tasks
- Ability to maintain a high standard and work hard to get results and reach intended goals
- Familiarity with Google Drive and Suite, Asana, and Slack. You're familiar with these platforms or you can get up to speed by watching online tutorials.
- Have a 'Can-do' Attitude and Passion – Our mission, philosophy, and core values align with yours and you're ready to give it a 100%
- Able to lift up to 30 pounds.
- Have a valid driver's license and access to a vehicle.

To Apply

Please send your resume and cover letter to hr@dowork.org with "Engagement Intern" in the subject line.

WORK is committed to an inclusive and supportive work culture and provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state, or local laws.