



POSITION TITLE: Development Intern

CLASSIFICATION: Intern

POSITION SUMMARY –

The Development Intern will assist the Development team with a variety of tasks related to daily operations. The Development Intern must possess strong organizational skills, be able to work independently - with minimal supervision, must utilize effective problem-solving strategies, see tasks through from start to completion, be attentive to detail and accuracy and enjoy a varied work schedule and job tasks. Particularly, the Development Intern will engage in special projects related to donor data analysis, grants research, and assistance with events, publications and administrative tasks.

POSITION QUALIFICATIONS –

- Excellent computer skills in Microsoft Office and familiarity with database software. Publishing and graphic software skills are a plus.
- Demonstrated ability to express and transmit ideas in a clear and organized manner, both orally and in writing
- Ability to work effectively as a team player within and outside the agency.

CORE COMPETENCIES

All CYFS Employees and Interns will...

Communication

- Maintain appropriate lines of communication within the agency.
- Develop and maintain working relationships with other community agencies in related fields.
- Provide clear and accurate information to potential clients, the community, other agencies and funders regarding the agency's function and current programs.
- Know, understand and be able to communicate the agency's philosophy and mission.

Integrity

- Treat people in a caring and respectful fashion, mindful of individual, cultural and ethnic differences.
- Maintain appropriate professional boundaries with clients, colleagues and donors.
- Protect privacy and confidentiality of clients, colleagues and donors.
- Be respectful in verbal and written communication to and about clients and colleagues.
- Respects and protects Agency-owned property and assets and uses Agency resources for business-appropriate purposes.

Planning/ Work Performance/Supervision/Enhancing Agency

- Set appropriate priorities and plan work systematically.
- Demonstrate problem solving, learn/use equipment/technology and use resources in a responsible manner.
- Report routinely to supervisor and utilizes supervision to provide quality services.
- Attend and participate in scheduled training seminars and on-going general team meetings.
- Perform basic administrative tasks, including reports and statistical summaries, and other duties, not listed here, deemed necessary for the well being of the agency.

I have received and have had the opportunity to discuss the job description (above), copies of the performance evaluation form and an organizational chart for CYFS.

Printed Name

Signature

Date