

### **Marketing & Development Intern**

Kids In The Middle is seeking a student currently enrolled in college/university seeking a career in a related field of study to assist with tasks, projects, and events in marketing and development operations under the supervision of the Director of Development. One part-time intern will be selected for a semester working no more than 15 hours per week. The schedule can be negotiated with the student based on the need of the organization with leadership. *Students seeking an internship for college/university credit is preferred.*

#### **Mission:**

Kids In The Middle empowers children, parents, and families during and after divorce through counseling, education, and support.

#### **Overview:**

- Highly motivated, self-starting professional with strong verbal and written communication skills
- Must be at least 18 years old and enrolled in a college program working toward a degree in related field
- Valid driver's license, clean driving record, and a reliable vehicle required; background check may be required
- Ability to lift/move up to 30 lbs.
- Strong organizational skills, attention to details, and ability to manage deadlines
- Exhibit a willingness to learn and collaborate while expanding knowledge and responsibilities
- Maintaining confidentiality as outlined by the organization

#### **Responsibilities:**

- Creation and coordination of the monthly e-newsletter.
- Assist in regular maintenance of agency website.
- Creation and coordination of content posts for social media. (Facebook, Twitter, Instagram, and LinkedIn)
- Assist with coordination of donations, donor information, and communications in the database.
- Researching available grants and assisting in the grant writing process.
- Revamping of the Monthly Giving program.
- Assisting in cultivation and stewardship of donors.
- Assist Development team with needs for special fundraising events
- Assist with creation of donor survey
- Create and edit tax acknowledgment letters
- Create agency blogs

**Interested applicants should email the completed application, resume, and cover letter to Alexa Lomantini at [Alomantini@kitm.org](mailto:Alomantini@kitm.org).**



Kids In The Middle®

## Kids In The Middle | Application for Internship Marketing & Development Intern

Please complete the following application and include a resume, to assist us in assessing your eligibility for an internship. Interviews will be scheduled by phone or email with appropriate applicants.

### PERSONAL INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of College/University Currently Enrolled: \_\_\_\_\_

Degree / Program: \_\_\_\_\_ Expected Date of Graduation: \_\_\_\_\_

### INTERNSHIP REQUIREMENT

Total Hours Required to Receive Credit for Internship: \_\_\_\_\_

*Kids In The Middle will require no more than 15 hours a week including some evenings and weekend hours. The schedule can be negotiated based upon the need of the organization with leadership.*

Which days are you available during the week?

Monday  Tuesday  Wednesday  Thursday  Friday

Available Start Date: \_\_\_\_\_

### EXPERIENCE

Please list relevant courses you have completed:

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What do you hope to gain from an internship at Kids In The Middle?

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Please email your application and resume to:  
Alexa Lomantini, Development Coordinator  
[Alomantini@kitm.org](mailto:Alomantini@kitm.org)