

Hosanna House, Inc.
Development Assistant Intern—Fall/Spring/Summer

807 Wallace Avenue
Wilkinsburg, PA 15221
www.hosannahouse.org

Hosanna House, Inc., a place called hope, was established in 1989. We are a multi-purpose community center that serves over 38,000 people per year. Our mission is people working together providing opportunities that will empower families and individuals to discover, acknowledge and develop their maximum potential physically, spiritually and economically. We have a 4 star NAEYC accredited child development center, after-school and youth programs, job training programs, technology programs, masonry program, and community outreach programs. We have partner agencies such as our New Foundations and HUD Programs (which provides housing and recovery management for homeless disabled individuals).

Duties of intern:

- Answer development office telephone system
- Provide administrative support for staff; maintain inventory of materials
- Schedule rental bookings for clients and events as needed; track updates
- Respond to clients questions about events
- Attend events as host/hostess
- Prepare year-end contribution letter
- Enter and manage donor data
- Prepare development quarterly reports for directors
- Assist in planning and managing special events (i.e. Summer Nights, Ambassadors of Hope, and Golf Outings etc.)
- Write small grant proposals
- Lead person in providing support of mailings or coordinating bulk mailings for development ; track responses
- Prepare brochures and marketing materials; maintain final versions online
- Suggest procedural improvements
- Communicate with team and director
- Perform duties with a team player attitude

Requirements and skills:

- Must be working towards a Bachelors of Science/Arts Degree
- Must have experience in MS Word, ACCESS, PowerPoint, Publisher and Excel
- Must have understanding of nonprofit organizations and functions
- Excellent organization (oral and written) and the ability to excel at details, multi-tasking and under pressure
- Experience in marketing is a plus
- Experience in writing grant proposals is a plus
- Experience in working with special events is a plus

Location: Development

Available Positions: 2

Compensation: unpaid/academic credit

Academic Background: Business Management, Public Administration, SAEM

Contact: Turzan Robinson, Director's Assistant

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Application procedure: e-mail resume