

Anacostia Watershed Society- Development Internship

The mission of the Anacostia Watershed Society is to protect and restore the Anacostia River and its watershed communities by cleaning the water, recovering the shores, and honoring the heritage.

Since 1989, AWS has mobilized thousands of volunteers and supporters to plant trees, stencil storm drains, restore wetlands, pick up trash, write letters, make phone calls, paddle canoes and kayaks, ride pontoon boats, participate in rallies, hike, bike and walk, remove invasive plants, stabilize stream banks, watch slideshows, visit local landmarks, row, and much, much more, all in the name of returning the Anacostia River and its surrounding communities to a clean and healthy condition.

This internship will give college students the opportunity to gain experience in development and fundraising, event recruitment, and communications for a nonprofit organization. This is a 3 month unpaid part-time position with the possibility for student credit. We are looking to have someone start in February 2010.

Responsibilities Include:

- Working with the Membership Coordinator and the Communications Manager to coordinate and follow up on logistical information for AWS's 40th Anniversary Earth Day Event.
- Working the Earth Day event on April 24, 2010.
- Participating in membership recruitment events at our corporate sites.
- Keeping donor files accurate and up to date in Exceed. In charge of entering all volunteer information into Exceed.
- Assisting in the management of mass mailings; AWS Newsletter and Spring Appeal.
- Assisting with sending donor acknowledgment letters and membership gifts.

The Ideal Candidate will possess the following traits and skills:

1. Currently a 3rd or 4th year undergraduate student or a graduate student with a strong desire to work at a nonprofit organization.
2. Candidates must be able to commit a minimum 15-20 hours a week. We are flexible with what days and times you work. Must have a vehicle and a valid driver's license.
3. Excellent verbal and written communications skills.
4. Must be detail oriented, organized, articulate, and computer savvy.
5. Ability to work in a fast-paced environment.
6. Sense of humor and a desire to learn.

If you are looking to gain development experience and want a fun work environment please e-mail your resume to Meg Mackin. No phone calls please.

Meg Mackin – Membership Coordinator

The George Washington House

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