



USAction Development Intern – Spring 2012

USAction and its sister organization USAction Education Fund (USAEF) seek a Development Intern to work 16-20 hrs a week. USAction builds power nationally and locally with our 23 state-based affiliates and partners. In our ten years of organizing, we have helped develop the model of the winning modern, progressive issue campaign. In 2009 we led the fights for economic justice and security with Rebuild and Renew America Now, and for quality, affordable health care for all with Health Care for America Now. USAction Education Fund provides information, training, and technical assistance to its 23 state affiliate and partner organizations.

USAction seeks an intern to work in our Development Department. This internship would be ideal for a college or graduate student interested in work in the non-profit sector, specifically with fundraising. We prefer a commitment of two to three days a week with a start date ASAP.

The position will provide a unique and involved internship experience for a dedicated individual. While a significant amount of the work will revolve around updating and maintain our data systems, the intern will also have the opportunity to assist in many areas of fundraising: donor stewardship, research and event planning, along with general administrative work.

We seek a motivated candidate with:

- Excellent communication and interpersonal skills
- An energetic and flexible attitude
- Attention to detail
- Ability to use a computer and standard Microsoft Office software
- Database experience preferred but not required
- A desire to work in fundraising and/or the non-profit field
- A commitment to progressive issues

No fundraising experience is required.

We will provide any information you need in order to count the internship toward college credit if desired. This is an unpaid position.

If interested, please send your resume and a cover letter discussing your interest and availability to Ms. Brittany Larson at blarson@usaction.org. Please title your documents in the following format Last, First Name – Document Title.

USAction is an equal opportunity employer and encourages women, LGBT people, people with disabilities and people of color to apply. We work hard to recruit, retain, and identify leadership positions for staff members who represent these communities and/or who are from low-income backgrounds.