



## Resource Development & Community Relations Intern

### PAID INTERNSHIP

Rainbow Days is seeking a dynamic individual to join our team for a Summer Internship to gain practical experience supporting the business, communications, and fundraising efforts of a local nonprofit organization.

**POSITION DESCRIPTION SUMMARY:** Rainbow Days' Development & Community Relations Intern will have the unique opportunity to get hands-on fundraising, communications, business, and leadership experience as they support the mission of Rainbow Days. The intern will assist with a variety of development and community relations activities, including photography of Rainbow Days summer camps & events, creating social media and website content, assisting with donor acknowledgement, database entry, donation organization and supporting programmatic efforts throughout the summer. The intern will also work closely with other Rainbow Days staff from other teams, volunteers, donors and board members on special campaigns and other fun jobs!

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#### **CORE DUTIES:**

- Assist with the development of campaign fliers and donor appreciation materials
- Assist with supporting other functions of the Resource Development department, including donor acknowledgement, database management and volunteer tracking
- Assist with the collection and organization of inkind supplies donated for summer programs
- Photography and video of camps and special events with children as needed
- Write and create content to support social media efforts
- Write articles and create content for e-newsletter and website
- Attend planning meetings and be an active team member throughout the summer to support various program and operational functions
- Maintains confidentiality of all Rainbow Days participants and abides by Rainbow Days core values, philosophy, and policies.
- Other duties as assigned.

#### **EDUCATION, SKILLS and REQUIREMENTS:**

- Enrolled in a college or university, with a minimum of 1 year of coursework completed.
- Preferred Majors: Communications, Nonprofit Leadership, Public Affairs, Business, Journalism or related field
- Excellent communicator – both written and verbal
- Strong organization skills with attention to detail
- Strong work ethic, positive attitude, and good interpersonal skills
- Team player, yet works well individually
- Tech savvy; Good computer skills.

In addition to the above, the Resource Development & Community Relations Intern shall demonstrate a commitment to the philosophy and goals for RDI and a level of energy commensurate with RDI expectations.

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**REPORTS TO & EVALUATED BY:** Director of Development

**HOURS:** Part-time or Full time (20-40 hours/week)

**LOCATION:** Required to work in RDI office at least 3 days per week. Required to be 'on site' at various camps and events in the community appx. 1 day per week.

**EMPLOYMENT LENGTH:** June 2024 – August 2024 (*possibility to continue in a part-time capacity throughout the school year if student is local*)

**SCHEDULE:** Typically, Monday – Friday, 9am – 5pm.

**SALARY:** Competitive Salary commensurate on experience.

**LOCAL TRAVEL:** The Resource Development Intern will be reimbursed for his/her local travel at the current state rate of \$0.625 per mile. No out-of-town travel will be required.

**OUT-OF-TOWN TRAVEL:** 0%

**APPLICATION:**

Email your **cover letter and resume** to [SunniR@rainbowdays.org](mailto:SunniR@rainbowdays.org)

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**About Rainbow Days:** *Rainbow Days, Inc. is a Dallas-based 501(c)(3) nonprofit organization with over 41 years of experience providing evidence-based curricula and proven programs to serve children, youth and families experiencing poverty, homelessness, and other adversities. Each year Rainbow Days supports, strengthens, and improves mental, emotional and behavioral health of over 15,000 children and youth annually.*

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*Employee Signature*

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*Date*