



empowering young people to
own their economic success®

Development and Fundraising Internship

Junior Achievement (JA) is a non-profit organization created to help students achieve their fullest potential! JA works with students grades K-12 in Lake, Lorain, Geauga, & Cuyahoga counties. We empower students to own their economic success by providing them with the skills needed to succeed in a global economy. Our volunteers deliver experiential, hands-on programs in local schools focused on three pillars - financial literacy, entrepreneurship, and career-readiness. JA helps kids avoid a life of poverty, achieve their educational goals and find careers where they will excel.

Internship Description

The Special Events & Fundraising intern will help the JA development staff with daily duties surrounding our special events. The Intern will gain a greater understanding of our mission to help empower students in the Greater Cleveland Area, and will also have the opportunity to contribute their own ideas to help the team thrive.

Specific duties include:

- Researching prospective companies for donations to help achieve event goals
- Conducting outreach for donations via phone and email
- Supporting marketing efforts for the organization, including social media
- Assist in planning, preparation, and wrap-up of special events
- Shadow special event meetings

We are seeking an intern looking to build their resume with hands-on experience planning for, and helping to execute, some of our special event fundraisers. The internship is unpaid, but scheduling is flexible during weekday business hours.

Skills required:

- Excellent written communication skills and follow-up
- Detail and customer-service oriented
- Ability to work independently or in group settings
- Confidence in making outbound calls to solicit item donations
- Preferred majors: Nonprofit Administration, Business, Public Relations, Communications

Interested? Please send your resume via email to adureiko@jacleveland.org.