**Advancement Paid Internship**

The advancement office at Southern Adventist University is seeking an outgoing and goal-oriented intern to handle a range of communication and fundraising assignments. The intern will work with existing staff on a variety of projects related to philanthropy and assist in the day-to-day activities of the Advancement office. This internship will provide an opportunity to earn hourly wages while gaining valuable professional experiences and alumni connections.

Successful candidates will have the ability to communicate effectively by phone, email, and in person. They must be coachable and able to thrive in a fast paced-environment.

**Our ideal intern will have:**

 Excellent oral and written communication skills

 Attention to detail and deadline-oriented work style

 The ability to work on multiple projects at once

 Self-discipline and time management skills necessary to work independently

 Proficiency in Microsoft Office, specifically Word and Excel

 At least a sophomore class standing

**It’s a plus if you have experience with:**

 Client Relationship Management (CRM) software

 Previous work experience involving communications, marketing, or customer service

 Strategic use of social media

**What you will get from us:**

 Exposure to RaisersEdge CRM

 Experience planning and executing fundraising initiatives and campaigns

 Communications experience to bolster your resume

 Connections with a supportive team that can aid in job leads

 Opportunities to network with alumni and constituents as well as local professional fundraising organizations

Scheduling/hours: 10 hours/week during the Fall 2021 and Winter 2022 semesters. We will work with interns to set a schedule around their other commitments.

To Apply: Submit a resume and include a brief cover email explaining why you’re a good fit and what you’d like to learn through an internship experience with us. Please send materials to [sandraa@southern.edu](mailto:sandraa@southern.edu) or call Sandra Delgado at 236-2466.