



## Community Emergency Service

### Advancement Internship

#### About Community Emergency Service (CES)

Inspired by the vision of Pastor William Berg and the philanthropy of Russell Lund, Sr. of Lund's Foods, Community Emergency Service (CES) was organized in 1971 as an outreach ministry of Augustana Lutheran Church of Minneapolis. Today we have six core programs, serving over 117,000 individuals annually and giving out over 500,000 lbs. of food.

*We operate in a neighborhood that is culturally, ethnically and religiously diverse. We strive to serve all our neighbors in need, as Christ would have us do, without distinction or test. We invite support from volunteers and donors and are open to collaboration with other agencies, regardless of religious affiliation.*

**Our Values:** We are **community, servants, stewards, good neighbors** and we respect the **dignity** of each of person.

**Our Mission:** Rooted in God's loving grace, Community Emergency Service transforms lives by serving neighbors, sharing resources and becoming community –*a place where people come hungry and leave hopeful.*

CES is a gritty, scrappy, faith-based non-profit that meets people where they are in hopes to help them on their life's journey. For many, we are their only safety net.

#### The Internship:

The Advancement Intern will work directly with our advancement staff, program managers and management team. He or she will be responsible for data management, recording and stewarding donations, marketing, communication and development duties as assigned.

As a vital part of the CES team, he or she will have insights on the day-to-day operations of a non-profit and access to much of the behind the scenes activities. With informational interviews of the management team and other leaders, the intern will gain understanding of the challenges and joys associated with this type of work.

This position will be tailored to his or her abilities, and is best suited for the person who has a heart for serving those in poverty by using his or her professional skills. Applicants must have a servant heart.

## **Duties/Responsibilities:**

### Donation Recording and Stewarding: 40%

- Help processing weekly donation deposits.
- Generate letters to constituents using Microsoft Office programs.
- Create content and methods to steward and thank donors.
- Contact donors to thank and collect donations as assigned.

### Data Management: 30%

- Assist in upkeep of donor and client databases.
- Update constituent addresses utilizing online resources.
- Create uniformity in database addresses though mass update tools.
- Run reports and edit information in list generation.

### Communication and Marketing: 20%

- Write content for monthly newsletters, emails and periodic Facebook updates.
- Create content for new website and help with site conversion.
- Discovery of new and continuing channels for communication, and help with outreach efforts.

### Program Support: 10%

- Serve neighbors in need through CES programming as assigned.
- Help with logistical duties as needs come up, being able to lift 50 lbs. if necessary.
- Assist in planning and carrying out CES events.

This job description covers the main duties and responsibilities, but is not exhaustive. Flexibility and adaptability to situations and the changing non-profit environment is vital.

Successful interns will be detail oriented in projects assigned, work independently on tasks for the team, communicate well both in written and verbal forms, and fit into a faith-based non-profit setting.

## **Scope of Position**

This is a short-term, 3-4 month paid internship with a small stipend, and should give workers a broad range of insights, help them learn/begin mastery of MS Office tools and give them experience in database management. The position will be working primarily with the Development Coordinator, Director of Development and Office Manager. Hours are flexible with 10-15 hours per week.