



Development and Outreach Intern

Bitch Media seeks an enthusiastic and qualified candidate to fill the role of Outreach and Development Intern, tasked with supporting the Development Team with all aspects of development and outreach strategy.

Responsibilities include:

- Assist in the planning, coordination, publicity, and production of events and fundraising
- Schedule and coordinate volunteers for development-related tasks
- Prepare donor acknowledgment letters for mailing
- Oversee procurement of raffle prizes for events and campaigns
- Conduct research for our Bitch on Campus program
- Staff table for external events as a Bitch Media representative
- Participate in other development-related activities as needed

Required Skills:

- Creative problem solving
- Exceptional customer service skills
- Ability to independently manage projects

Preferred Skills:

- Experience with event planning and fundraising
- General understanding of nonprofit development and administration

This internship is unpaid. Students are encouraged to work toward class credit allowed by school.

The Development and Outreach Intern will spend 15 hours or more each week at Bitch Media for 3-6 months. Must be present on Tuesday mornings at 10am to participate in our weekly staff meetings.

Position open until filled, with preference given to early applicants. To apply, send a resume and cover letter to ashley@b-word.org. The position begins immediately though the start date can be flexible for the right candidate.