



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## KENTUCKY YMCA YOUTH ASSOCIATION

Job Title: **Annual Campaign Intern**

Reports to: Director of Mission  
Advancement

FLSA Status: Contract for Service

Revision Date: August 2018

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### ORGANIZATION DESCRIPTION:

The Kentucky YMCA Youth Association develops engaged citizens and servant leaders inspired to affect change in their school, community, Commonwealth, nation and world. Through experiential learning, service and community activism, the Kentucky YMCA Youth Association fosters critical thinking, leadership, and social responsibility in teens. Students in our programs build communication skills and confidence while developing a network of meaningful relationships with diverse students from around the Commonwealth.

### POSITION SUMMARY:

This is a one-month contract intern position only. The one-month long contract position runs September 4<sup>th</sup> 2018 to October 5<sup>th</sup> 2018 and pays \$500 total. Under the guidance of the Director of Mission Advancement, this individual will be responsible for assisting with logistical preparatory support for the annual campaign. The internship will also be responsible for general office tasks relating to the campaign, including phone and email communication, and printing and copying. An understanding of the basic nature of the Kentucky YMCA Youth Association as an organization and non-profit annual campaigns is essential.

### ESSENTIAL FUNCTIONS:

1. Manages the Annual Fund direct mail campaign.
2. Assists the Director of Mission Advancement in the creation, development and execution of the campaign's social media content and all communication materials.
3. Attends Annual Campaign committee meetings with the Director of Mission Advancement and provides appropriate support in the meetings as needed.
4. Supports donor engagement initiatives (phone calls, stewardship strategies, etc.).
5. Ability to stay organized with receipts and expenses.
6. Ability to communicate efficiently via phone and email.
7. Organizational and time management skills are necessary in order to meet deadlines.
8. Individual self starter and excellent team collaborator.
9. Ability to stay focused while working independently away from the office.
10. Perform essential office duties, including email and phone communications.
11. Professionally represents the YMCA in the community
12. This position requires regular travel to Kentucky YMCA offices (Frankfort and Louisville). Can expect travel to Frankfort office one day a week and in person meetings with the Director of Mission Advancement 1-2 hours a week. Must have reliable transportation.

**QUALIFICATIONS:**

1. High School Diploma or Equivalent
2. Experience and/or education in marketing, nonprofit administration and business is preferred
3. Proficient use of Microsoft Office, particularly Word and Excel.
4. Able to work in Frankfort office one day per week
5. Ability to drive and access reliable transportation to Frankfort/Louisville offices
6. Able to meet in Louisville one day per week with Director of Mission Advancement
7. Must have personal access to computer/laptop/tablet
8. Ability to communicate clearly to large groups, over phone, and via email.
9. Understanding of the nature and purpose of the Kentucky YMCA Youth Association and its annual campaign.
10. Ability to relate effectively to diverse groups of people from all social and economic segments of the community; track record of building authentic, constructive relationships with others

**DETAILS AND BENEFITS:**

1. This is a month long internship
2. There is a one time paid stipend of \$500 upon completion
3. Ten hours per week are expected
4. Fun team atmosphere
5. Great professional experience
6. Established and respected non-profit