

After-School All-Stars Cleveland Development Intern



After-School All-Stars (ASAS) is one of the leading national after-school program providers in the country. Our comprehensive school-based programs combine activities and learning to help build the knowledge and skills children need to succeed, both in school and in life.

ASAS Cleveland is seeking a Development Intern to work with the Development & Marketing Manager to assist with development and fundraising events and projects. The Development Intern must be energetic, youth-focused, and passionate about sharing ASAS Cleveland's story with current and potential new donors. The successful candidate will be a self-starter with a great personality and passionate about serving youth. The Development Intern's mission is to ensure ASAS Cleveland is successful in their development and fundraising efforts. The Development Intern will assist with the core job functions of the ASAS Cleveland Development team. The Development Intern will be given a minimum of one project that will contribute to the success of fundraising and development projects. They will gain experience working directly with ASAS Cleveland fundraising. Duties will include assisting in the execution of major fundraising projects and events, such as the TopGolf Fundraising Event, Cleveland Kickball Tournament Event, Annual Appeals, etc. They will aid the Development & Marketing Manager and perform duties as needed. The objective of this internship is to foster the development of the intern by working with all levels of the office to complete projects and learn both professionally and personally about ASAS Cleveland and the non-profit industry.

Position: Development Intern

Reports to: Development & Marketing Manager

Location: After-School All-Stars Cleveland Office

Work Hours: Hours can be adjusted and created based on school schedule and internship hour requirements

Responsibilities

- Special Events – assist in creating a timeline for upcoming special events, volunteer recruitment, and miscellaneous tasks
- TopGolf Event – assist in creating a timeline for the 2nd Annual TopGolf Event; reach out to new participants for the event; and assist the Development & Marketing Manager with rolling out Save-the-Dates
- Annual Kickball Tournament - assist in creating a timeline for the 3rd Kickball Tournament; reach out to new participants for the event; recruit volunteers for the

event; and assist the Development & Marketing Manager with rolling out Save-the-Dates

- Personal Project – design and implement a personal project of choice with the guidance of the ASAS Cleveland team as it relates to area of study and ASAS Cleveland.

Who should apply? The successful candidate will be detailed-oriented and a self-starter with strong leadership, organizational, management and communication skills. The Social Media Intern should exemplify ASAS's core values: entrepreneurial, proactive, transparent, collaborative, and accountable.

- An undergraduate or graduate student studying non-profit administration, business administration, or public administration is required
- Ability to work cooperatively and collaboratively with staff and other stake holders
- Ability to communicate effectively with program staff, outside partners, and ASAS students and families
- Excellent customer service skills and the ability to multi-task, remain organized, and work in a fast paced environment.
- Familiarity and experience with diverse populations, culture competencies, and youth principles is strongly desired
- Must clear FBI and BC checks

How to apply:

1. Please submit your cover letter and resume via e-mail insert asasclevelandjobs@afterschoolallstars.org
2. Please put "Development Intern Cleveland" and your last name in the subject heading
3. Please visit our website <http://clevelandasas.org/> for more information