



### **ORT Ohio Development Internship**

**Reports to:** ORT America Ohio Region Associate Director

**Position:** Part Time - 15-20 hours a week. Flexible hours; 2-3 weekends or evenings a year for events. This position is open for immediate hire. August 2021-August 2022. Office located in Beachwood, OH.

**Compensation:** \$16/hour

**Mission:** A global education network driven by Jewish values and innovation, preparing people and communities for meaningful, self-sufficient futures. The ORT network reaches more than 200,000 people a year in schools, universities, and vocational training programs in more than 30 countries. We bridge the gap between ability and opportunity by providing leading science and technology education.

#### **Specific duties include:**

- Learn to manage day-to-day office functions
- Assist Associate Director on specific projects
- Handle monies that come into the organization include deposits, tracking and acknowledgments
- Prepare materials for events and meetings
- Prepare and handle annual mailings
- Research donor prospects
- Serve as on-site staff person for in-person events

#### **Skills and Qualifications:**

- Demonstrated ability to organize, plan, and carry out assignments independently to meet specific timelines and goals
- Computer proficiency in advanced functions of Microsoft Word, Excel, Outlook, and other programs as needed. Raiser's Edge experience a plus
- Ability to use the Internet for research, manage databases, and fundraising programs and be able to learn new software.
- Excellent verbal and written communication skills with attention to detail, grammar, and punctuation
- The ability to multitask prioritize and have strong organizational skills
- Must be able to work independently in a small office
- Minimum of 2-5 years office administration, development, public administration or marketing experience desirable
- Candidate must have a college degree (related experience will be considered)
- Experience with or knowledge of Jewish Community desirable

- Flexibility to work both with and without supervision and an interest in and commitment to the organization's mission

Interested and qualified candidates should send resume and cover letter (optional) to [ohio@ortamerica.org](mailto:ohio@ortamerica.org).