

## **Fare-Cle Community Fund Intern Winter 2020**

FARE-Cle is seeking an intern who is self-directed, organized and is able to assist this non-profit in reaching constituents through social media, the development of promotional materials, and website enhancements. College students majoring in Marketing, Communications, or Nonprofit Administration are preferred. The position will begin in January and requires working 10 hours a week on a flexible schedule. This is a college credit position.

### **Responsibilities:**

- Organize and maintain documents and lists relative to the organization
- Correspond with donors, drivers and families
- Promote FARE-Cle through newsletters, social media posts and marketing materials
- Search for databases and grant opportunities
- Follow up with families and drivers as directed
- Website maintenance and enhancement
- Perform general administrative tasks such as organizing, updating and maintaining documents, records and files; data entry, completing special projects and all other duties as assigned

### **Qualifications:**

- Able to take direction, work independently and show initiative
- Experience with social media platforms
- Knowledge of Microsoft Office including Word, Power Point and Excel. Experience with Canva or its equivalent
- Preferred but not required: experience with Quickbooks, donor website
- College level writing skills

**For more information regarding FARE-Cle see [www.fare-cle.org](http://www.fare-cle.org).**

### **Application Instructions**

Submit a resume and cover letter to Deborah Picker, ED.  
[fare.cle1@gmail.com](mailto:fare.cle1@gmail.com)

Subject line: "YOUR NAME – Intern Resume"

Closing date for application: December 15, 2019