

Aim High Development & Communications Intern

About Aim High:

Over the last 25 years, Aim High has changed the lives of over 5,000 low-income youth. By reaching youth during the critical transition from childhood to adulthood, Aim High instills a deep love of learning through an engaging, personalized and supportive summer school program. Aim High is the largest academic summer program provider in the Bay Area, operating campuses in San Francisco, Oakland, on the Peninsula, and in Marin County. The organization has grown from one site, serving 50 students in 1986, to thirteen sites serving 1,200 students in 2012. The foundation of Aim High is an intensive, engaging and challenging five-week summer school program for middle school students from low-income families. Students join after 5th or 6th grade, and participate for three or four consecutive summers. For more information on Aim High, visit www.aimhigh.org.

Our Mission:

The mission of Aim High is to inspire a life-long love of learning and instill a sense of community, opportunity, and respect so that students are prepared for success in school and life.

Job Description:

Aim High is looking for a Development & Communications Intern for six weeks this spring/summer to support the Development & Communications Team.

Responsibilities:

- Events Planning (event logistics, marketing, public relations, recruitment; development of marketing materials for distribution)
- Communications Support (through social media including our Facebook & Twitter pages, our blog, and our website)
- Grants Support (assisting Grants Manager in collection and organization of materials and prospect research)
- General Development Support (assisting Development Team in donor cultivation and stewardship, plus other general administrative tasks)

Skills & Experience:

- Familiarity and relevant experience with various blogging/networking/social media sites

- Event support and donor relations experience preferred (sales experience applicable)
- Proficiency in MS Word & Excel; experience with data entry
- Strong interest in non-profit, development/communications and education preferred

Days & Hours:

10-15 hours per week; Monday-Wednesday-Friday (hours flexible)

Compensation:

We are currently offering a \$500 stipend for this internship.

Please send your cover letter and resume to Marina Javor, Development Associate at mjavor@aimhigh.org. If you have any questions, you can also reach Marina Javor by phone at 415-551-2333.