



Development Intern

The San Diego World Affairs Council is a nonprofit, nonpartisan organization dedicated to educating and engaging San Diegans in global issues, international relationships and cultural understanding. We organize educational talks and events on political, economic and cultural issues that impact our community, the nation and the world.

Interns play a critical role in SDWAC by participating in a variety of programs and initiatives. We are currently seeking a talented intern to join our team and participate in various digital marketing projects. The position is unpaid but offers opportunities to meet and interact with influential people, receive mentoring, and gain valuable insight into the day-to-day operations of nonprofit organizations.

Duties and responsibilities:

- Assist SDWAC committee chairs, including Development, Programs, Membership with projects and initiatives.
- Conduct research on prospective sponsors and help recruit new members
- Facilitate virtual book discussions, round tables, etc.
- Provide general support including managing SDWAC's inbox, member inquiries, etc.
- Perform other duties as assigned or required

Qualifications and requirements:

- Interest in international affairs and fundraising for the nonprofit sector
- Strong communication and interpersonal skills
- Excellent time management, attention to detail and ability to work independently



- Exceptional grammar, proofing and editing skills
- Basic knowledge of Microsoft Office Suite, Wild Apricot/WordPress
- Ability to commit 10 to 15 hours weekly for 6 months

To apply, please email your **resume, and a short cover letter** to [sdwac\[at\]sdwac.org](mailto:sdwac@sdwac.org) (subject field: Digital Marketing Intern). Applications are due **June 30, 2020** . Only short-listed candidates will be contacted for an interview.