



## Community Development Intern Job Description

Do you want to learn what it takes to run a non-profit? Are you hoping to build a career in nonprofit management and/or around sustainable and equitable transportation and housing in the Washington DC area?

Greater Greater Washington is seeking a Community Development Intern to help strengthen and systematize our interactions with our community of readers, members and volunteers through events, advocacy, and other engagement opportunities. This position is predominantly administrative, though the right applicant would have the opportunity to engage further in fundraising or advocacy efforts if they would like.

This is a remote, part-time paid position suitable for a college or graduate student, or someone looking for intermittent part-time work through the end of 2020. As with all of our staffing efforts, we welcome applicants from groups that are generally underrepresented in our field. We encourage and support individuals who can bring a racially, economically, or geographically diverse perspective to our organization and our work.

### Responsibilities

#### Membership Management and Events (40% of time)

- Assist GGWash staff and volunteers with (virtual) event planning, and logistics.
- Help generate conversation in the GGWash Neighborhood, our membership program
- Assist the development staff with organizing Neighborhood perks
- Monitor external communications channels to help streamline supporter engagement

#### Data entry and analysis (40% of time)

- Help with day to day management of CRM (deduplicating supporters, marking bad addresses)
- Learn to use our CRM to track engagement history and run reports on donor activity
- Work with development staff to analyze effectiveness of current fundraising strategies

#### Media and Advocacy (20% of time)

- Learn how to use our CRM to carry out digital advocacy to mobilize readers to take action in support of our housing and transportation policies
- Improve your writing skills by drafting and editing calls to action to accompany educational blog posts
- Author at least one article for the GGWash publication (one about GGWash operations, one of personal interest highly encouraged)

The Community Development Intern should also expect to assist with some administrative tasks and be willing to take on other duties as assigned.

### **About You**

You should apply if you meet 75-80% of the following criteria:

- You are extremely organized, detail-oriented, and thorough in your work and able to produce accurate, high-quality documents.
- You are capable of taking direction and successfully managing multiple tasks simultaneously with little daily supervision.
- You have a demonstrated interest in issues GGWash covers, such as transportation, housing, sustainability, and equity.
- You have connection to and/or experience with the Washington, DC region.
- You want to have experience working with and managing volunteers.
- You are an excellent writer who can create effective copy around what are often complex public policy issues.
- You want to have experience organizing successful events.
- You want to have experience with digital organizing.
- You want to learn how nonprofits use database systems to further advocacy and engagement goals.
- You are able to work between 15 and 20 hours per week through December.

### **Compensation**

This is a part-time, hourly employee position with a compensation of \$18.40 per hour with a maximum of 250 hours worked between September and December (for a total of up to \$4,600). As an intern, you will be classified as an employee, and GGWash will pay taxes as an employer, saving some costs you would otherwise have to pay yourself.

Exact hours and timing are somewhat flexible and will be determined between the employee and manager. This position involves working from home and requires access to a workspace with Internet connection.

## **About Greater Greater Washington**

Greater Greater Washington is a volunteer-driven, nonprofit organization that brings people together online and offline to discuss, organize, and advocate for an inclusive, diverse, growing Washington, DC region where all people can choose to live in walkable urban communities. We are committed to helping the Washington region pass policy that advances the equity and sustainability of our society and the built environment.

- Our publication ([ggwash.org](http://ggwash.org)) informs and educates people around the Washington region and world about the forces that shape our region and the people in it.
- Our advocacy efforts bring together residents to push for a greater region and individual neighborhoods through online and offline organizing.

Greater Greater Washington provides equal employment opportunities to all applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, or disability.

## **How to apply**

Interested candidates should send their resume, a one-page cover letter explaining why you think this position is a good fit for you, and a short writing sample to [jobs@ggwash.org](mailto:jobs@ggwash.org) with “Community Development Intern” in the subject line by September 4, 2020. Please direct any questions about the position to Kate Jentoft-Herr at [kjentoftherr@ggwash.org](mailto:kjentoftherr@ggwash.org).