

**Virtual Internship 2021**

**Our Mission:**

Our mission is to support social justice organizations through workplace giving programs and other philanthropic initiatives. Founded in 1984, Community Shares is Cleveland's only workplace giving federation with a focus on social justice, increasing choice for employees within workplace giving campaigns. We provide our 39 member organizations with funds to address the root causes of social problems facing our community. They provide education, promote health care, protect children and women, advance home ownership, provide job training and employment, build neighborhoods, and work to end discrimination.

**Position Description:**

An internship at Community Shares is tailored to the individual interests and skills of each intern in order to ensure the most valuable experience possible. There are several possibilities, including but not limited to:

* Assisting Shares staff and committees in conducting the fall workplace charity campaign. Depending upon the intern’s strengths and interests, responsibilities may include development of campaign materials and publications; collecting and composing information on Shares’ member organizations; researching potential workplace sites; data collection and analysis.
* Soliciting local businesses for in-kind donations; assisting with virtual event logistics and marketing outreach, working with event committees, and virtual event implementation.
* Working with Shares staff on the publication of the monthly e-newsletter (content development, research, interviewing, and writing); press release writing and dissemination; campaign brochure and annual report development

**Value of Internship to Student:**

The intern will learn about the basic functioning of an “alternative” workplace fundraising federation emphasizing a social justice membership. They will learn elements of a nonprofit organization: the basic cycle of fundraising, marketing a fundraising campaign, and will gain experience in the development and writing of communication pieces. They will have networking opportunities with Shares’ member organizations, all of which are involved in social justice work. The intern will have collected a variety of documents to constitute a professional portfolio of work upon completion of the internship experience.

**Skill Requirements:**

The candidate must have good computer skills, including spreadsheets, e-mail, and Internet research. Desktop publishing or website design is a plus. They must communicate well verbally and in writing and should be conscientious and detail-oriented. Flexibility and self-direction will be highly regarded. Interest in design preferred. Candidates with a passion for social justice would find the position most interesting and would enhance the organization’s work.

**Hours & Compensation:**

Start/end dates and hours are flexible and can conform to the intern’s schedule. Ideally, the intern would work the equivalent of at least two full days per week. The internship is unpaid.

**To Apply:**

Email resume to Miranda Moulton, Campaign & Membership Manager, at miranda@communityshares.org.