

**Roosevelt Park Ministries**  
**Technology and Social Media/Marketing Intern**  
Available Summer, Fall 2022, and Winter 2023

We are looking for a Donor Relations Specialist who can help build relationships with our supporters.

Work alongside Director of Operations to assist with social media, newsletters, marketing and donor relations at Roosevelt Park Ministries, a non-profit organization located in the Roosevelt Park area of Grand Rapids. We are seeking two interns to work as technology assistants. These opportunities could allow the students to utilize Spanish while filling the technology needs of the agency. For this internship we would prefer availability of 10 hours or more per week for at least 1 year, and the days and hours are negotiable.

**Duties:**

1. Teach one or two sections of basic computer classes
2. Be available to set up and tear down equipment for events or meetings
3. Maintain a social media presence, for example, creating social media posts related to upcoming events or highlighting topics important to our members.
4. Manage donor relations and work to expand the donor base Communicate with staff and board of directors to facilitate social media presence and campaigns
5. Participate in community events to expand creative aspects of working with social media in a non-profit setting
6. Write one newsletter each quarter, format, print and disseminate

**Qualifications:**

1. Spanish minor or major and bi-lingual Spanish/English skills not required, but welcomed (if your class requires utilization of the Spanish language, we can set goals for that)
2. Strong listening, relationship skills with a history of treating people with dignity and respect
3. Basic computer skills required
4. Commitment to mission of Roosevelt Park Ministries
5. Interest in Communications and/or Fund Raising y and/or Marketing preferred

**About us:** Roosevelt Park Ministries provides Christ-centered, holistic support to individuals and families living in and around the Roosevelt Park area. RPM bridges a community in need by promoting the development of strong families and community leaders, fostering an environment that celebrates inclusion, and providing opportunities to build strong economic bases.. For more information about our organization, visit <http://rooseveltparkministries.org/>.

**To apply:** Please send a cover letter and a resume to [info@rooseveltparkministries.org](mailto:info@rooseveltparkministries.org)

