



Position: Development and Communications Intern

Hours: Minimum 6-month commitment. Flexible schedule. 15 hours/week, 2-3 hybrid virtual and in-person internship. Starting June thru December, 2022.

Description: re:imagine/ATL seeks a dynamic, self-starter to assist development, fundraising, and communications efforts. This position is an excellent opportunity to strengthen understanding of donor development, grant writing and stakeholder communication skills.

Perks include coaching and professional connections, co-working space at our office, free coffee, a supportive team, and work that makes a difference with youth in the community.

We are looking for a detail-oriented, mission-minded individual to help create communications content and make re:imagine/ATL better.

Application Deadline by 5/13/2022

Email our Development Director, Charaun@reimagineatl.com if you have any questions.

Duties & Responsibilities:

- Attend weekly re:imagine team meetings (Mondays 10:30 am - 11:30 am), and check-ins with supervisor
- Supports the Development Director in all development and fundraising initiatives and activities, including CRM management, grant writing and reporting support based on Fundraising Plan
- Capture student, volunteer, and employer testimonials to update donor materials, and communications
- Assist in planning, writing and managing monthly eNewsletter via Mailchimp
- Assist in event fundraiser planning for annual Dreamfest film screening and other in-person events
- Draft, distribute and blog and thought leadership posts for LinkedIn, and other platforms as needed
- Draft content for re:imagine/ATL website when needed
- Collaborating with staff on new ideas, directions, and venues for marketing and communications

Qualifications

- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Strong writing skills and ability to communicate in clear and concise manner
- Enthusiasm for the mission of the re:imagine/ATL and the community we serve
- Firm grasp of available tools and platforms in the social media industry including Canva, and Later
- Must be working toward a college degree, preferably in a related field (e.g., Nonprofit Management, Marketing/Communications, Public Administration, or Public Relations), recent graduate, grad student **OR** possess previous internship or related experience in marketing or communications
- Familiarity with Google Docs and Google Spreadsheet and word processing programs. Knowledge of Adobe Creative Cloud and graphic design is a plus.
- Comfort with CRM systems, and online tools like slack, discord, etc.

Background

re:imagine/ATL is an education and workforce development organization whose mission is to equip the next generation of representative storytellers. Through a lens of diversity and inclusion, re:imagine/ATL provides career exposure, training, and placement in careers across the creative media industry.

Compensation: \$1,200 Stipend (\$200 Monthly); College Credit (if applicable)

*Please indicate on your application if you are interested in pursuing this opportunity and receiving academic credit, or completing a work exemption program.

re:imagine/ATL is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability or any other characteristic protected by law.