



New Hope Development + Communication Intern Position Description

Supervised by: Vice President of Development + Communication, Development + Communication Team

New Hope, Inc. is a 501(c)(3) non-profit organization serving those affected by domestic and sexual violence. We offer a wide range of services which combine crisis intervention, violence prevention, life transition, and self-sufficiency opportunities, while promoting behavioral and systemic changes to reduce violence at the individual and community levels.

This internship opportunity will provide hands-on experience in various aspects of New Hope's day-to-day operations, program marketing, and agency development. The intern will work closely with the Development + Communication team, as well as other NH departments, to support our initiatives and contribute to promoting New Hope and our anti-sexual and domestic violence mission. We offer a flexible schedule and support remote internship arrangements.

Responsibilities:

- Assist in planning, coordinating, and executing development and communications programs and events
- Assist with research, marketing, and development opportunities relevant to New Hope and its mission
- Learn grant research, writing, and application process from beginning to end: identify and pursue grant opportunities that align with New Hope, Inc.'s mission and initiatives, including researching potential grantors, assessing their alignment with the organization's goals, and preparing compelling grant application
- Contribute to the design and development of outreach and marketing messaging and materials, both in print and online, tailored to meet the needs of the organization and its target audience
- Undertake other assigned tasks related to daily operations, special projects, and events

Qualifications:

- Ability to set and maintain professional boundaries
- Promote respect and empathy towards service recipients, staff, and other volunteers/interns, upholding privacy and confidentiality
- Ability to work independently and collaboratively as part of a team
- Ability to communicate effectively and with sensitivity and discretion
- Demonstrate cultural humility when interacting with people of different identities and in development and marketing content
- Photography and or design experience a plus, but not required!

Learning Goals:

- Gain practical experience in the non-profit sector and contribute to meaningful efforts in the area of SDV prevention
- Enhance cultural humility and learn how cultural differences can impact communications and development
- Enhance community engagement skills and develop effective strategies for engaging with a variety of communities, building relationships, and establishing trust

- Other goals as determined by student + supervisor/supervising team: This is a collaborative process, and we strive to provide interns and volunteers with further opportunities to meet their individual professional and learning goals

To Apply:

Send resume and brief email introduction to the Volunteer Coordinator: alex@new-hope.org