



COMMUNICATIONS, DEVELOPMENT & MARKETING INTERNSHIP

Riverview Gardens offers an internship in non-profit marketing and fundraising, working with our Special Events Coordinator in supporting our mission through communications and outreach. This internship provides an opportunity for experiential learning in a variety of fields, with an emphasis on marketing and communications. Interns should be committed to serving the mission and goals of Riverview Gardens, while Riverview Gardens works with interns to develop and reach their learning objectives.

RESPONSIBILITIES & OBJECTIVES

- Create content for social media platforms
- Manage social media dashboard and maintain engagement
- Create blog content
- Create e-newsletter and CSA newsletter content
- Assist with website updates and management
- Assist with special event planning, including our annual Chopped fundraiser
- Assist with donor acknowledgement process
- Assist with donor database updates
- Grant and prospect research
- Assist with volunteer recruitment and engagement
- General filing
- Other duties as assigned

Interns will gain experience in project management and marketing for a non-profit organization.

BENEFITS

Interns will receive ongoing mentoring and training from a supervisor, along with opportunities to engage directly with our mission in our social enterprises with individuals in our job-training program.

As a non-profit organization, we are only able to provide unpaid internships; however, we work with schools to determine grant opportunities to fund internships and to provide course credit.

REQUIREMENTS

Interns should be pursuing a degree in business marketing, communications, non-profit management or have a specific interest in non-profit communications and development. Excellent communication, interpersonal, organizational and writing skills are required. A strong attention to detail and proficiency in Microsoft Office are critical.

Internships are ongoing and can include a semester, summer or full school year. Schedules are flexible during normal hours of operation (8:00 am-4:00 pm), with a minimum of 10 hours/week desired.

APPLY

Send your resume and cover letter to Pilar Martinez at pmartinez@riverviewgardens.org. Indicate semester or time period in which you are applying.



RIVERVIEW GARDENS, INC.

Riverview Gardens is the collaborative transformation of a 72-acre golf course and country club into a socially innovative, non-profit organization with a mission to build dignity through job training and employment. We serve individuals with multiple barriers to stable employment and empower them to be part of their own solution. We accomplish our mission through a job-training program, ServiceWorks®, where participants work in one of our five social enterprises. With the support of the Fox Cities community, we are addressing root causes of unemployment, poverty and homelessness through hard work, creativity and human dignity.