



english for **NEW
BOSTONIANS**

2020-21 Development and Communications Intern

Position: Internship, unpaid

Hours: 12-16 hours

Reporting to: Development & Communications Coordinator

About ENB:

The mission of ENB is to create opportunities for immigrants to learn English and pursue their educational and civic aspirations by funding 20 high quality English language learning programs that provide free or very low-cost instruction to more than 1,000 immigrants each year. Our statewide English Works Campaign engages a unique coalition of employers, civic groups, educators, immigrant leaders, and unions statewide to create a sustainable ESOL system addressing the needs of immigrant workers and their employers.

Main duties and responsibilities:

The 2020-21 Development and Communications intern will work closely with ENB's Development and Communications team to research and cultivate supporters, manage the organization's donor databases, track and evaluate fundraising efforts, and organize events. This is an excellent opportunity for a highly organized and motivated individual to develop skills in nonprofit development work and learn about immigrant communities.

Specific tasks will include:

- Capturing ESOL success stories to leverage success stories in various media for multiple audiences
- Assisting with management of donor database
- Generating and sending donor acknowledgements
- Supporting dissemination of ENB's appeals
- Planning and preparing for development events including the fall "Raising Our Voices"
- Conducting donor stewardship and donor outreach activities

A final scope of work will be set based on determined needs, intern skills and availability, and staff discretion. Completing these tasks over the period of the internship will provide the student with supervised learning opportunities in important functional areas of the nonprofit world including Development, Applied Research, Events, and Communications. Most importantly, the intern will help to create greater awareness of the English learning needs of the state's immigrant community.

Skills desired: Excellent communication and organizational skills; Microsoft Office suite including Excel; appreciation for English for New Bostonians' mission.

Contact: Please send résumé to info@englishfornewbostonians.org