

SEEKING INTERN FOR COMMUNITY OUTREACH AND FUNDRAISING!

Freyomi Education Solutions, Inc. is a 501(c)3 non-profit organization that works to combat illiteracy through prevention, treatment, and awareness. We work with community organizations to support on-the-ground adult literacy tutoring efforts and we also provide scholarships to teachers pursuing graduate education directly related to literacy. Additionally, we run literacy boot camp programs with at-risk and incarcerated youth and have fundraising events throughout New York City. Come help us empower others through literacy!

Position: Community Outreach and Fundraising Intern

Description: Freyomi Education Solutions, Inc. seeks a dynamic, self-starter to assist with community outreach, database management, and grant writing efforts. This internship is an excellent opportunity to experience various aspects of non-profit management and networking while working for an online- and community-based nonprofit organization.

Responsibilities:

- Identify and catalog a database of potential community partners
- Contact community partners to propose and organize fundraising events.
- Reach out to the community organizations, general public and donors with the message about Freyomi's mission to eliminate adult illiteracy.
- Work with Social Media intern to coordinate social media postings for events and fundraising purposes
- Attend Freyomi-partnered events around New York City and document them for social media purposes
- Work with Social Media/Communications intern to build e-mail database for newsletters
- Assist in planning, writing and managing monthly eNewsletter
- Draft, distribute and pitch news releases, media alerts and other stories related to Freyomi fundraising and community outreach
- Assist in designing flyers, graphics, e-vites and other marketing material for major events hosted by Freyomi
- Update the Freyomi community outreach and event calendar when needed
- Organize and attend bi-monthly events committee meeting including preparing agenda and taking minutes
- Collaborating with staff on new ideas, directions, and venues for community outreach, events, and fundraising

Qualifications:

- Outgoing personality; an effective, warm, and clear communicator, both written and oral
- Ability to communicate in a professional manner with press and community contacts
- Completed or working toward a college degree, preferably in a related field (e.g., English, Marketing/Communications, or Public Relations)
- Previous internship or related experience in fundraising or community organizing is a plus
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel). Proficiency in Adobe InDesign and Photoshop highly desired. Knowledge of HTML and graphic design a plus
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines

· Enthusiasm for the mission of Freyomi Education Solutions, Inc. and the families we serve

Start Date: Position open until filled, requires 3 – 6 month commitment, minimum.

Hours: 6-8 hours/week, mostly at home/remotely. Required in-person or Skype meeting once per week for one hour.

Compensation: This is an Unpaid/Volunteer internship

To Apply: Please send cover letter and resume to info@freyomi.org

Freyomi Education Solutions, Inc. is a 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.