The Pittsburgh Project
Development Intern

Job Description

The Development Intern is responsible to assist the Development Associate with activities related to fundraising and resource development.

Organizational Description: The Pittsburgh Project is a Christian nonprofit community development organization with a nearly 30-year track record of developing leaders and serving the city’s most vulnerable residents. Our year-round staff of 26 (15 full-time; 11 part-time), along with our summer staff of more than 50 operates a progressive series of afterschool and summer programs for more than 250 urban young people, deploys over 2,000 people annually to perform free home repairs for more than 180 of Pittsburgh’s elderly homeowners annually, and provides recreation space through the maintenance of Fowler Park and operation of Fowler pool.

Qualifications:
- A solid grasp of the Bible, and a commitment to its final authority over faith and life
- A willingness to serve and work on a team
- A passion for mission of The Pittsburgh Project
- Good writing skills
- Attention to detail
- Some knowledge of marketing and communications
- Several years of college experience
- Ability to work independently
- Ability to learn quickly
- Ability to multi-task

Responsibilities:
- Assist with entering constituent data
- Assist with promoting the organization through social media, the organization’s website, written materials, etc.
- Assist with e-newsletter
- Assist with event planning and promotion
- Assist in developing marketing materials
- Assist with grant writing
- Attend meetings and community events

Schedule and Compensation:
Work will typically take place between 9 AM and 5 PM with exceptions made for meetings and special events.

Accountability:
The Development Intern works as part of The Pittsburgh Project’s Organizational Development team.