Reading Is FUNdamental (RIF) Pittsburgh

Outreach and Development Volunteer Internship

Reading Is FUNdamental (RIF) Pittsburgh is looking for a dynamic, results-driven individual who is passionate about education, youth, and the nonprofit sector to join our team for the fall term.

Volunteers will work closely with our entire team to coordinate and manage projects that are making real and meaningful impact on the children in our community. This is a great opportunity for individuals who wish to work directly with children and to be exposed to the daily operations of a nonprofit organization, including fundraising.

RIF Pittsburgh is a grassroots non-profit dedicated to providing children with the resources, motivation, and opportunities to develop a life-long love of reading. By providing low-income children and families with access to quality reading materials, motivational events that encourage literacy, and the opportunity to build home libraries, we are dedicated to reducing the literacy gap in our community. In the last year alone, we gave away more than 91,000 brand new, age-appropriate books to 22,000 of Pittsburgh’s most economically disadvantaged children.

Essential duties include, but are not limited to:

- **Program Support**
  - Assist with RIF Pittsburgh programming and outreach activities
  - Build relationships with volunteers, students, and school staff
  - Provide onsite support to our Storymobiles, Everybody Wins!, and Books for Keeps programs

- **Development Support**
  - Support fundraising initiatives, with a focus on individual giving
  - Assist updating and maintaining fundraising databases
  - Prepare reports on donor trends
  - Assist in the development of mailings and donor communications
  - Conduct research on new fundraising opportunities
  - General office support

- Assist with general program administration and preparation

Hours:

Volunteers typically work between 15-20 hours a week and must be available from September 2016 to December 2016.

Desired qualifications:

- A positive attitude and passion for our mission
- Detail-oriented
- Strong written and verbal communication skills
- Strong computer skills, including Microsoft Office Suite
- Experience working with children a plus
- Experience working with donor software a plus

All volunteers will be required to obtain PA Child Abuse, Criminal Record Check, and FBI clearance.