

Development and Communications Intern Job Description

Background:

4Cs of Johnson County strives to ensure that all children have a quality learning experience, enter school ready to succeed, and reach their full potential. For Families, 4Cs provides free, temporary childcare for families facing serious life issues and short-term, and emergency childcare when families facing crisis are not able to provide regular care. For Early Childhood Educators, 4Cs provides support to Johnson County early childhood educators in developing professional, child-centered programs. This support includes, but is not limited to state regulations, nutrition, child development and behavior, infant care, and meeting quality indicators. Our workshops and early childhood conferences help meet professional development hours for DHS registration or license. We also administer the Child & Adult Care Food Program (CACFP) to home-based childcare programs in Johnson County.

Responsibilities include:

- Work closely with Executive Director on projects related to fundraising, public relations and marketing
- Plan and implement a special event to take place near the end of summer
- Conduct data entry of program information
- Craft and implement the mailing process of a fundraising appeal letter
- Attend marketing committee, staff, and board of director meetings
- Complete other activities as assigned

An ideal candidate must:

- Be responsible, flexible, hard-working, ethical, and committed to the mission of 4Cs
- Possess a high level of organizational skills and be detail oriented
- Possess solid oral and written communication skills
- Be able to juggle multiple tasks
- Be skilled at a variety of computer skills, e.g., Microsoft Word, Word Perfect, Excel, PowerPoint and Adobe Acrobat

Time commitment: 15 hours per week; May through August 31, 2023

Compensation: This is a paid position at \$15 per hour. Position offers an excellent opportunity to work on substantive projects and can result in a great reference.

To apply: E-mail cover letter and resume to Missie Forbes at Missie@iowa4cs.com.