

**Development and Communications Intern  
Job Description****Basic Function and Responsibility**

Advance the University of Iowa Nonprofit Leadership and Philanthropy Certificate's strategic goals through supporting the activities of the certificate co-director. Duties include promotion of the certificate program, engagement of stakeholders, and development/design of marketing and stewardship materials. The assistant will support other activities as assigned.

**Characteristic Duties and Responsibilities**

- Increase awareness of the certificate through public relations and marketing activities using advertising, news media, social media to students, advisors and faculty.
- Design marketing and support materials to advance the goals of the certificate.
- Organize, edit and assist faculty in effective use of constituent database.
- Support activities that ensure outreach and engagement to NLP students, alumni, and donors.
- Communicate with perspective nonprofit community partners.
- Assist in arrangement of guest speakers and field trips.
- Engagement with the nonprofit professional community through strategic communication.
- Implement details of events from invitations and RSVPs to catering and cleanup.
- Maintain effective working relationships with SJMC faculty, staff, students, constituents, and the public.
- Demonstrate respect for all members of the University community in the course of performing one's duties and in response to administrators, supervisors, coworkers, and customers; constructively bring forward workplace concerns to coworkers and/or supervisor.
- Assist in other duties as needed.

**Required Qualifications**

- Currently enrolled University of Iowa student (undergraduate or graduate) with a minimum 3.0 GPA.
- Reasonable knowledge of the principles, practices, and techniques of donor relations and strategic communications.
- Excellent written and verbal communication skills.
- Fast learner with strong critical-thinking skills.
- Detail-oriented, technology-savvy team player with Canva or other graphic design skills.
- Excellent interpersonal, communication, and management skills.
- Ability to perform multiple tasks and manage several projects simultaneously.
- Ability to positively interact with diverse populations while representing the NLP Certificate to constituents.

**Benefits**

- Part-time, paid position at \$13/hour for 10-15 hours/week.
- Gain knowledge and experience as an integral part of the certificate team.

**Supervision Received**

- Supervision is received from the co-director of the NLP Certificate and/or other designated staff.
- Intern will work remotely on their own computer and/or in an Adler Journalism Building office.
- Attendance at meetings with NLP co-director are required.

**To Apply**

Interested candidates should send their resume and cover letter to Jenifer Vick at [jenifer-vick@uiowa.edu](mailto:jenifer-vick@uiowa.edu). Position available until filled.