

CASA for Children Development Intern

Unpaid Internship – January-April/May 2020 – Part Time, Flexible Schedule

Who We Are:

Our Mission: We advocate for the best interests of abused and neglected children who are in the custody of the state and under the protection of the court. We dedicate our resources to recruiting, training, and supporting citizen advocates to provide quality advocacy to as many children as we can.

Our Vision Statement: We imagine every child thriving in a permanent, safe, and nurturing family.

Our Values Statement: We strive to uphold in every action and interaction: compassion, commitment, integrity, inclusivity, justice, equity and respect.

CASA for Children (CASA) is the largest organization of its kind in the State of Oregon. We support over 500 volunteer court-appointed special advocates (CASAs) who serve and advocate for the best interests of abused, neglected and abandoned children under the protection of the Juvenile Dependency Court. This year over 1,100 children will benefit from their tireless and tenacious work.

CASA is deeply committed to advancing diversity, equity and inclusion at every level. We seek applicants who share that passion, who have lived and/or professional experience advancing equity, and who will help us as a dominant culture organization continue to learn and grow. At CASA, we are committed to developing short and long-term goals to become more diverse and inclusive to achieve better outcomes for our children.

The Development Intern represents CASA in a professional manner in the community. The intern will gain exposure to and experience in a variety of development activities, with a strong emphasis on communications and fundraising event management related to large-scale events.

Event Marketing/Communications

- Assists in design and placement of event collateral for tables, packages, and sponsorship
- Promotional support, including email, Facebook, Instagram, and webpage content as needed
- Works will include producing original content and design layout in MS Publisher or Adobe InDesign
- Assists in designing summer e-Newsletter in Constant Contact, sent to 5,000+ contacts
- Other tasks as needed

Procurement

- Works with Development staff to procure in-kind donations for event auctions and supplies
- Assists in donor and event participant prospect research as needed
- Assists in preparation and execution of procurement mailings
- Accurately records and track progress of procurement efforts including requests, pending items, acknowledgement, and other aspects of events
- Other tasks as needed

Database Administration

- Assists in maintenance of databases records, researching and ensuring the accuracy of all information including but not limited to: donor contact information, constituent codes and donor attributes, and creating tables and detailing procurement inventory and pricing
- Other tasks as needed

Other Event Support

- Assists in volunteer coordination and event logistics including set-up, throughout program, and break-down
- Provides day-of logistical support for events, **specifically CASA's 29th Annual Auction on Friday, April 3, 2020**
- Support organization of event supplies pre and post-event
- Other tasks as needed

Skills & Experience

- Proficient in MS Office – Word, Excel, Publisher
- Knowledge of how to complete mail merges
- Confidence in communication via phone, email, and in-person with new contacts and donors
- Comfortable in a data environment
- Adobe InDesign experience preferred but not required
- Raiser's Edge, Greater Giving and Constant Contact experience preferred but not required
- For event support purposes, intern must be able to sit or stand for extended periods of time, also must be able to lift up to 25lbs

To apply: email resume and letter of interest to Haley Stupasky at hstupasky@casahelpskids.org.

CASA for Children is located at 1401 NE 68TH AVE., PORTLAND OR 97213

Learn more at www.casahelpskids.org