Mission Statement:
The mission of the Washington Jesuit Academy is to provide a high quality and comprehensive education to boys from low-income communities, offering them a safe, rigorous academic setting and advancing their spiritual, intellectual, emotional and physical growth.

Our Vision:
The guiding vision of the Washington Jesuit Academy is to create an education model that addresses the cycle of poverty that plagues our students' communities, and replaces it with a cycle of hope, determination and success. In order to challenge the city's widening achievement gap and bleak graduation statistics for low-income males, WJA incorporates the Magis ("the more") and asks the important question: What more can we do for our students, our families and our community to change the face of urban education?

Internship Title: Development Assistant (one position available)

On-site Supervisor/Co-educator:
Name: Brian Becker (W&L Class of 2004)
Title: Director of Stewardship
Email: bbecker@wjacademy.org
Telephone: 202.832.7679 x247
Address: 900 Varnum St. NE Washington, DC 20017

Duties/Project Description:
WJA’s robust fundraising team finishes their fiscal year on June 30th. The Development Assistant will help with any year-end tasks involving mailings, data-entry, and compiling material for digital and print publications. In addition, much of the planning for the fall fundraisers, the WJA Open golf tournament, and Jesuit Gridiron Classic football game takes place during the summer months. Development Assistant candidates who are interested in a wide variety of tasks will enjoy working in this position.

Responsibilities may include, but are not limited to:

- Data-entry using Raiser’s Edge
- Gathering content for monthly E-News
- Event planning
• Facilitating mailings
• Compiling lists of prospective donors/sponsors
• Social media representation
• Qualifications:
  o Strong verbal and written communication skills
  o Collaborative spirit
  o Flexibility and eagerness to engage in a variety of tasks
  o No specific age or gender qualifications

Orientation Plan:
Interns will attend the first Summer Program Staff Meeting, date and time TBD.

Schedule:
Monday-Friday 9:00 am-5:00 pm, earlier dismissal on most Fridays.

Non-English language requirement?
No specific language or level of proficiency required.

Working Conditions:
Office environment, computer access, equipment and supplies provided as needed.

Preparation:
None.

Is the organizational accessible via public transportation?
Yes — WJA is a short walk from both the Brookland-CUA (red line) and the Fort Totten Metro stations (red/green/yellow). Multiple bus lines also service the area.

Does the internship require use of personal vehicle?
No.

Tags: Marketing, Business Administration, Technology, Youth Outreach, Education, Community Organizing

REV July 2015