2016 Internship Opportunity

Washington Jesuit Academy

Washington, DC,

Organization Mission - 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.

Primary Service Area - Education and Youth Outreach

Primary Groups of People Served - Communities, Children (4 - 12), Youth (12 - 21), Middle school grades 5-8,

Website URL and Facebook, or other information links, if available - http://www.wjacademy.org/, Washington Jesuit Academy

Title of Internship - Development Assistant

Primary Duties of Intern - Data-entry using Raiser's Edge, gathering content for monthly e-news, event planning, facilitating mailings/compiling lists of prospective donors/sponsors

Seeking Skills and Interests, including: Marketing, Web/Social Media, Development. Important Work Qualities include - Self-motivated, Diligent, Attention to detail, Team player, Passionate about youth. Seeking Personal Qualities, include - Collaborative spirit, strong verbal and written communication skills, flexibility and eagerness to engage in a variety of tasks

Percent of time internship is likely to spend with direct Client Contact - Intern would be able to interact with students as much as they'd like

Details

Does the Organization require its own Application process? Phone conversation to confirm a good match
**Orientation for Intern** - The intern will attend an orientation meeting with the Summer Program staff at the beginning of the summer (early June)

**Supervisor/Mentor Schedule** - Would likely see Supervisor daily

**Physical Work Space** - Office space

**Is this Organization Accessible via Public Transportation?** Yes, it's convenient.

**Does this internship require the use of a car?** No, there is no driving requirement with this internship. Parking is available at school.

**If on the job work requires use of a car, will the agency reimburse?** No

**Personnel Background Security** - Yes - WJA will run check - Background check only

**Will your agency coordinate prior to internship?** Yes

**Is this a new offering in 2016?** Yes

**May more than one SHECP Intern fill this Position?** No

**Is this Organization offering other different SHECP Internship Placements?**

**Recommended Readings for internship preparations?**