

Job Title: Communications/Writer Intern for
 UAH Office of Development

Status: Intern/Unpaid

Reports to: Director of Advancement Services

Date: August 2019

Position Summary:

The Communications/Writer Intern works with the Office of Development to assist with writing, editing, and research needs within the department. This position will assist with a variety of writing and editing assignments that may include proposals, agreements, solicitation letters, donor/student thank you letters, social media and website content.

Responsibilities:

- Assist with drafting and editing proposals, letters, brochures, and collateral materials
- Research and review current institutional facts
- Review current collateral and solicitation materials for consistency
- Collaborate with the staff on new ideas for solicitations, letter, and publications content
- Assist with planning, writing, and layout of annual donor reporting
- Review and present ideas for event and website videos
- Develop a system for collecting and creating archived information for student/donor quotes
- Create donor bios to assist Development Officers with profiles
- Assist with research, updating lists, and database information
- Other duties as assigned

Qualifications:

- Excellent written and verbal communication skills
- Must be detail oriented, have exceptional organizational skills, and the ability to prioritize
- Proficient in Microsoft Office Suite and Adobe Acrobat
- Have an understanding of electronic file systems and databases
- Ability to work both independently and in a team setting
- Must maintain confidentiality while assisting with donor and student information

Hours requested:

- 10-15 hours per week

Please send a cover letter and resume to Marcie Eppling at marcie.eppling@uah.edu.