



Development & Communication Intern

The CMP (Chinatown Manpower Project, Inc) is looking for a Development Intern for summer 2016 (July-September) and/or fall 2016 (September-December). Dates are flexible. The intern will work closely with the Development team and program staff. Interns will have the opportunity to work on a variety projects and will learn about multiple facets of non-profit fundraising, from events and major gifts to corporate, foundation, and government fundraising.

Specifically, the intern will:

- Develop & design fundraising marketing materials
- Enter, update, and archive donor information
- Translate communication materials into Chinese as needed
- Help with mass mailings, filings and special projects
- Assist with event planning, timeline, and logistics
- Seek opportunities to promote CMP in the community
- Provide administrative supports needed

Required qualifications:

- Current student at a college or university in the New York City area
- Excellent writing and communication skills
- Proficient in Microsoft Office programs
- Relevant studies or work experience in marketing, public relations, advertising, journalism, etc.
- Interest in fundraising, nonprofit, and workforce development
- Highly motivated, self-directed and results-driven
- The ability to reformulate ideas through various communication channels
- Ability to work to deadlines
- Excellent organizational skills and problem-solving skills



- Chinese speaking & writing skills (Mandarin/Cantonese)
- Commit to working 10 -16 hours per week

Desired qualifications:

- Experience with WeChat public account
- Experience with E-tapestry
- Photography & graphic design skills

Benefits

- Training can be provided; great learning opportunity
- Opportunity for academic credit
- Professional experience in marketing, fundraising, communication with a nonprofit organization
- A chance to apply your knowledge and training in a meaningful way and help first generation immigrant of NYC to achieve economic independence
- A letter of confirmation of internship

Application Instructions

To apply to this internship, please submit a cover letter, resume and one-page English writing sample via email with "Development & Communication Intern" in the subject line to Nadia Kang at nadiakang@cmpny.org. This is an unpaid position with a three-month commitment. College credit may be available depending on the requirements of your college or university.