



B.E.A.U.T.I.F.U.L.

Multiple Internships Available (Unpaid)

Titles	Program Assistant Instructional Design Assistant Resource Development Assistant
Responsible to	Executive Director
Responsibilities	<p>Program Assistant Develop program components and supporting learning modules Design communication and evaluation tracking systems Research and identify program marketing opportunities</p> <p>Instructional Design Assistant Design and develop training curriculum by conducting related research Develop training materials such as workbooks, icebreakers, team building activities</p> <p>Resource Development Assistant Gather information required to write grant applications; Conduct donors and prospects research; Assist Resource Development Team</p>
Minimum Qualifications	Strong communication skills, both in-person and telephone Ability to multi-task and prioritize Proficiency in Microsoft Office Strong interpersonal skills; ability to work effectively on a team
Time Commitment	10-15 hours/week; Flexible Occasionally evenings & Saturday mornings required
Benefits	T-Shirt Letter of Recommendation Credit Hours
Contact:	Call 404-545-9051 or email twoodard@iambeautiful.org