Multiple Internships Available
(Unpaid)

Titles
Program Assistant
Instructional Design Assistant
Resource Development Assistant

Responsible to
Executive Director

Responsibilities
Program Assistant
Develop program components and supporting learning modules
Design communication and evaluation tracking systems
Research and identify program marketing opportunities

Instructional Design Assistant
Design and develop training curriculum by conducting related research
Develop training materials such as workbooks, icebreakers, team building activities

Resource Development Assistant
Gather information required to write grant applications; Conduct donors and prospects research; Assist Resource Development Team

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

www.iambeautiful.org