



Summer Development Intern

Youth Enrichment Services (YES) inspires youth through outdoor experiences and leadership opportunities that build confidence and prepare them to summit life's challenges.

Job Description & Duties:

YES is seeking a professional, detail-oriented, and organized intern for the summer. This is a great opportunity for a high school student who wants to learn and gain professional experience in a non-profit, learn development & fundraising essentials, utilize research skills, refine their writing skills, and understand the strategic importance of events. The Summer Development Intern is directly hired and supervised by the Senior Director of Development and will also work under the Development Coordinator and other YES staff while performing work in programs.

The Summer Development Intern's primary responsibilities include:

- Work approximately 25 hours a week (earning \$15.00/hour for seven weeks)
- Participate in all assigned shifts, professional development, and individual supervision sessions:
 - 2-3 office days or professional development sessions per week (various shifts scheduled between 8:30 AM – 5:00 PM)
 - 1-2 Outdoor Adventure trips per week (full day, 8 hour shifts, 8:30 AM – 5:00 PM)
- Supporting the coordination and planning of fundraising events such as the Martin Richard Mile
- Learning Blackbaud Raisers Edge database skills and providing administrative support with gift entry from the Boston Marathon
- Learning Constant Contact and supporting database maintenance
- Learning WordPress and writing news item content for the organization's website
- Writing and editing development communications (e.g. request letters, acknowledgement letters, thank you cards, etc.)
- Uploading and organizing photos on Dropbox
- Supporting YES Summer Camp with taking pictures and other duties related to social media
- Providing other administrative support as needed
- Assisting with other development projects as requested
- Develop individual professional goals and attend all required professional development training and supervision sessions
- Other duties as assigned

Applicants must fit the following criteria to be eligible:

- Be between the ages of 16 to 18
- Full-time residents of Boston
- Authorized to work in the United States
- Able to obtain a work permit by June 10th
- Able to work 20-25 hours per week between Monday-Friday starting June 26th through August 22nd (exact times/dates to be announced at a later date)
- Willing to work in an outdoor setting for up to 9 hours per day
- Able to travel to and from Youth Enrichment Services (412 Massachusetts Avenue)
- Able to provide a current physical (or obtain one)
- Able to provide current immunization records
- Have a personal bank account (or be willing and able to open one)

Applicants should possess professionalism, a love of nature and the outdoors, and a desire to work with youth. Priority is given to teens who have participated in LC (Leadership Corps) and/or worked for YES previously.

How to Apply:

Complete all sections of the online YES teen staff application. If invited for an interview, you will be asked to submit three references and complete a CORI/SORI background check.

Deadline:

Applications will be accepted on a priority basis throughout April. Questions about the position or the application process? Contact Jamie Burch (Senior Director of Development) or Kristin Taylor (Director, Programs & Operations)

Jamie Burch (JBurch@yeskids.org) || Kristin Taylor (KTaylor@yeskids.org) || 617-267-5877



Scan me to apply!