

lowernine.org

Development Intern Position

About us:

lowernine.org is a 501(c)(3) non-profit organization working in toward the long-term recovery of New Orleans' historic Lower Ninth Ward from Hurricane Katrina and the levee breaches of 2005. Our main goal is to support residents in rebuilding their storm damaged properties, but we also assist the community in other ways, helping with blight mapping, community gardens, and any other neighborhood recovery initiatives.

Job Description:

lowernine.org is seeking a motivated, detail-oriented individual to serve as a Development Intern. The individual should possess a strong desire to learn about the nonprofit sector and long-term disaster recovery, and an eagerness to offer thoughtful suggestions and critical analysis. The Development Intern works directly with lowernine.org's Executive Director and Development Director. Combining management and research responsibilities, this position is an excellent opportunity for anyone interested in the nonprofit sector, particularly with regard to fundraising and development. The ideal candidate is well-organized, proactive and committed to New Orleans'; recovery from damage suffered in the 2005 levee breaches following Hurricane Katrina. They should be able to balance administrative and clerical responsibilities with independent project management. Assignments will include advancing the strategic fundraising plan in tandem with staff, conducting independent research into opportunities for funding and organizational development, and coordinating with Executive Director regarding partnership and program opportunities.

Qualifications:

- Ability to meet deadlines
- Excellent knowledge of Microsoft Word and Excel; familiarity with online social media and outreach platforms
- Positive attitude
- Independence tempered by the ability to follow direction and abide by a work plan
- Ability to interact professionally with staff and associates
- Strong organizational skills evidencing attention to detail

Hours are 8:15 am - 4 pm, Monday-Friday.

Internships are available year-round, whenever you can commit 3 months or more to our organization. This position is unpaid. We do offer room and board in our volunteer house for free for interns who commit to our schedule full time. If you live elsewhere in the New Orleans area, you are welcome to intern in a part time capacity.

To apply, submit resume and letter of intent to Charlotte at charlotte@lowernine.org. For more information about us, check out www.lowernine.org, or find us at [facebook.com/lowernine.org](https://www.facebook.com/lowernine.org)!