



YOUTH ADVOCACY FOUNDATION
Operations and Development Intern

POSITION OVERVIEW

The Youth Advocacy Foundation (YAF) is a 501(c)(3) nonprofit within the juvenile division of the state public defender agency, the Committee for Public Counsel Services (CPCS). The Youth Advocacy Foundation was established in 2001 with the mission of protecting and advancing the legal and human rights of children to promote their healthy development through active partnerships with local communities. YAF supports initiatives and positions not currently funded by the state to ensure that every child has access to zealous legal representation, essential and vibrant community-based services, and a quality education.

The Operations and Development Intern will help with the tasks that support running a non-profit working to end the school-to-prison pipeline by supporting initiatives and attorneys that help young people pulled into our court system and collaborating with communities and organizations to create systemic change.

Through our internship program, we are looking for talented young people who are passionate about learning more about education advocacy and fighting systemic racism in education, while supporting the day-to-day functions of a non-profit. The development intern will work to grow and expand the work of the Foundation. In addition to working on development and operational tasks such as event planning, donation logging, donor outreach, board support, social media, etc. our development interns will also have the opportunity to learn more about the work by joining weekly staff meetings with the EdLaw Project attorneys and shadowing opportunities as well.

Interns will work closely with our Operations and Development Coordinator and Executive Director. We ask for a commitment of at least 15 hours per week, but are flexible on days and times. Internship periods typically run Jan-May, Jun-Aug and Sept-Dec with flexible start and end dates.

To apply, please send resume and cover letter to jbuchwald@youthadvocacyfoundation.org



RESPONSIBILITIES

The Development and Operations Intern's responsibilities include, but are not limited to:

- Donor management using our CRM platform (LittleGreenLight)
- Prepare thank you letters, receipts and other donor communications
- Donation and sponsorship solicitation
- Research relevant news or dates for social media platforms
- Create social media posts and email campaigns
- Prepare reports and resource documents for families, clients and other attorneys
- Draft correspondence, reports, proposals and donor appeals
- Review, edit and/or create marketing materials for electronic and/or print
- Assist with mailings, filing and other special projects as needed
- Participate in weekly zoom meetings with Development team, and Check-in meetings with EdLaw Project staff
- Opportunities to support the EdLaw attorneys with client intake, case support research and case file organization, including creating chronologies of events and evaluations

QUALIFICATIONS/SKILLS

- Strong writing and research skills
- Detail oriented and ability to prioritize
- Ability to multi-task and work independently
- Database experience preferred
- Strong interpersonal skills
- Familiarity with Canva, Excel, Google online sharing products (Sheets/Forms/Docs) a plus

EEO Statement

The Youth Advocacy Foundation (YAF) is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, sex, disability, religion, age, veteran or military status, genetic information, gender identity, or sexual orientation as required by Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, and other applicable federal and state statutes and organizational policies. Applicants who have questions about equal employment opportunity or who need reasonable accommodations can contact Marlies Spanjaard at mspanjaard@youthadvocacyfoundation.org.

This internship is an unpaid, volunteer position. It is a remote position, with possible in-person opportunities.

