



Development & Communications Intern

Note in the Pocket's mission is to provide quality clothing to homeless and impoverished children and families with dignity and love. Note in the Pocket operates two clothing distribution programs to serve the Triangle Region.

We are looking for a passionate individual interested in community engagement, event planning, social media and the nonprofit industry. We are looking for someone with strong verbal and written communication skills, including public speaking and interpersonal communications. You'll thrive in our fun, collaborative space that's filled with supportive people. You also possess the ability to work independently with self-direction.

Our interns are exposed to a variety of aspects of running a non-profit and are given organizational ownership over their projects. We value growth as a team and as individuals, so interns will have regular performance feedback check-ins with their manager.

Internship Description

Status: Intern (unpaid). In-person at Note in the Pocket's office in Raleigh, NC.

Reports to: Development Director

The Development & Communications Intern works closely with the Development Team to support the fundraising and community awareness outreach for Note in the Pocket.

Core Responsibilities:

- Assist with fall fundraising campaigns and donor engagement. Including gift acknowledgment and donor database.
 - Send various emails to engage donors with updated information regarding the program
 - Send thank you notes and other communications via mail
- Support and attend special events, including the 10th anniversary celebration Sneaker Ball in October.
- Coordinate closely with marketing team on social media, collateral, and web content to promote events
- Communicate with community groups and organizations to promote clothing drives and volunteer opportunities.
- Research prospective community connections or opportunities for Note in the Pocket to be present in external events and spaces.

Skills Required

This role requires:

- Be enthusiastic!
- Hardworking and dedicated outlook
- Strong research skills
- Strong communication skills, including exceptional grammar and punctuation
- Willingness to learn and be open and flexible are keys to success in this position
- Knowledge of Canva, Social Media channels (Facebook Instagram, LinkedIn), photography and videography skills, preferred.

Internship Schedule

We are open to this internship being part-time or full-time. Part-time interns typically work 20-30 hours a week, while full time interns can work up to 35-40 hrs per week. It depends on your internship requirement and can be discussed during the interview process. We can be flexible within the Monday-Friday 9am-4pm work week schedule. This role may support fundraising or program events that may take place on evenings or weekends, but will be planned ahead of time with you.

How to apply

To apply for an internship, email your resume along with a short personal introduction to sarahc@noteinthepocket.org.