

Development & Communications Intern (Fall 2018) – San Francisco, CA

OneJustice is a nonprofit legal organization that brings life-changing legal help to those in need by transforming the civil legal aid system. We have three core program areas: (1) Pro Bono Justice, which expands legal services for Californians in need by developing and staffing innovative and effective pro bono projects with law schools, firms, and businesses around the state; (2) Healthy Nonprofits, which ensures legal services nonprofits have the business and management skills needed to survive and thrive, and (3) Californians for Legal Aid, which advocates for California legal services nonprofits on federal policy and funding issues. More information about OneJustice is available at www.OneJustice.org.

Internship Description:

The Development & Communications Internship is ideal for those who wish to pursue careers in fundraising, event planning, or communications – especially in the nonprofit sector. The intern will be responsible for assisting the Development & Communications team with various aspects of development and communications, which will allow the organization to reach its revenue goals.

Some Responsibilities May Include:

- Support the Development & Communications team in planning and implementing the organization’s seasonal fundraising campaign, including major and corporate gifts work
- Design new collateral for OneJustice Program Areas
- Capture high quality photos from clinics and events for use in fundraising materials
- Assist in developing a digital advertising strategy
- Develop content for social media posts
- Solicit and edit content for OneJustice’s blog
- Other communications and administrative tasks as needed

Hours & Schedule: We are flexible – hoping the intern can work from our SF office around 15-20 hours per week. We are also flexible about start/end date and open to coordination, but would ideally have someone in place from September to December.

Qualifications & Requirements:

- Students enrolled in college are encouraged to apply
- Outstanding written and verbal communications skills
- Fierce attention to detail and emphasis on accuracy
- Flexibility and ability to work well with a team
- Ability to prioritize multiple projects and meet deadlines
- Proficient in Microsoft Office, specifically Word and Excel
- Design skills/proficiency with Adobe Creative Suite is a plus

Compensation:

This unpaid internship will be an excellent introduction or addition to your resume. OneJustice requires that students receive school credit for the internship, and we will gladly work with you and your school to ensure you receive appropriate credit. This experience will open the doors to development, communications, and event planning as well as provide an opportunity to gain hands-on graphic design experience. Any student planning for a career in communications, development, or graphic design in the nonprofit or for-profit sector will find this experience valuable. As part of this internship, we will also help you polish and revise your resume and cover letter, as well as provide you with professional development opportunities.

Application Process:

To apply, please visit: <https://onejustice.bamboohr.com/jobs/view.php?id=13>

Applications will be accepted on a rolling basis. In the online application system listed above, be prepared to submit the following information: 1) a cover letter explaining your interest in and qualifications for the position that describes relevant work and/or volunteer experience; 2) your resume; 3) two references; and 4) a response to the following question:

OneJustice serves highly diverse communities. To ensure that we are best positioned to serve these communities, we strive to promote an evolving set of behaviors, attitudes and policies that enable us to work effectively in cross-cultural situations with clients, with our coworkers, and with our communities. We seek to create an inclusive and respectful workplace in which differences are acknowledged and valued. How have your personal background or experiences, professional or otherwise, prepared you to contribute to our commitment to cultural competency and diversity? Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.

To promote social justice and best serve our various communities, OneJustice is committed to maintaining a diverse staff and providing culturally competent services. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups, as well as bilingual and bicultural candidates, to apply.