



**Position:** Nonprofit Relations Intern

**Supervisor:** Manager of Nonprofit & Customer Relations

**Compensation:** School Credit - Unpaid

**General Description**

We are looking for a dynamic intern to work closely with I Live Here I Give Here in the lead up to the annual Nonprofit Membership Drive in October. The Nonprofit Relations Intern will work directly with the Manager of Nonprofit & Customer Relations to assist with membership management, event planning support and preparations for Amplify Austin Day 2018.

This is an incredible learning opportunity for anyone interested in membership management, fundraising and/or the nonprofit sector. General duties to include but not limited to:

**Position Duties & Responsibilities:**

Assist in providing event support for the Austin Involved Board Internship Program, including support of Nonprofit Member engagement in panels and board member recruitment meet up.

Assist the I Live Here I Give Here Team in recruitment, retainment and stewardship practices of Nonprofit Members

Assist with event and material logistics for Recruitment Meet Ups and Amplify Austin Day Trainings

Provide support as needed for ILHIGH's annual fundraiser, The BIG Give, including support of nominee engagement for Donor and Nonprofit awards.

**Job Requirements:**

Ability to work 8-15 hours a week for a 4 month period between May and September 2017

Excellent writing and interpersonal skills

Positive attitude with a proactive approach

Ability to work well with others and independently as needed

Adobe CC access and experience a plus

**About I Live Here I Give Here:**

I Live Here I Give Here's mission is to cultivate the power of giving back. We strive to meet our community's needs by ensuring that the culture of giving back is embraced and celebrated throughout our region. We accomplish this through a unique set of products and services designed to meet every Central Texan exactly where they are with a special focus on new and emerging donors. We do so through integrated and effective tools with proven impact, like AmplifyATX.org and Amplify Austin Day.

AmplifyATX.org strives to meet the needs of our community by providing an easy-to-use digital marketplace that connects local donors with Austin area nonprofits all year long. We inspire the people of Austin and their neighbors to make a difference in their community by connecting them with the causes they're passionate about on one easy-to-use platform where they can donate to charities in their neighborhood.

Over the past five years, Amplify Austin Day has raised over \$35M for hundreds of local organizations. Together we raised \$9.8M for 700 Central Texas nonprofits in 2017. Beyond Amplify Austin, I Live Here I Give Here offers a variety of unique programs all designed to make giving back accessible to all Central Texans. I Live Here I Give Here was established in 2007.