

# **Join The Fund for Santa Barbara's *movement building and change making efforts***

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The FUND FOR SANTA BARBARA is a nonprofit community foundation that supports organizations working for social, economic, environmental & political change in Santa Barbara County. Founded in 1980, the FUND FOR SANTA BARBARA has been at the leading edge of progressive philanthropy on California's Central Coast for nearly 40 years, serving as a grant-maker, technical assistance provider, convener, resource center and model to other foundations.

*We are seeking a dynamic intern to join our **Communications and Development team!***

## Overview:

The communications and development intern will play an integral role of promoting the FUND's work across all social media platforms while creating grantee narratives and additional tools to engage with our audience/community. The intern will also get firsthand experience into the details that go into putting on a major fundraising event.

## Qualifications:

- A strong commitment to the mission & philosophy of the Fund for Santa Barbara
- Previous administration experience and ability to manage multiple deadlines
- Ability to work both independently and collaboratively with others
- Exceptional organizational and communication skills
- Strong computing skills, including fluency in Word and Excel, or ability to learn
- Experience working with diverse populations
- Ability to attend evening / weekend events
- A sense of humor and positive attitude in order to preserve a cohesive work environment
- Must be Work Study eligible
- Bilingual English/Spanish with strong written communication skills in both languages

## Responsibilities:

- Prepare social media collateral and schedule posts across various platforms
- Engage with grantees to procure narrative/images for Grantee Highlights
- Assist with various tasks pertaining to our annual fundraiser, Bread & Roses
- Administrative support as necessary
- Other duties as assigned