

## Camp Fire First Texas Job Summary

**Position: Development Intern**

**Status: Part-Time, Seasonal**

**Location: Fort Worth, Texas**

**Salary Range: Unpaid internship. Stipend may be available. Course credit available.**

**Job Summary:** This position will work within the Development Department under close supervision of the Vice President and Development Manager to learn how to identify corporate sponsors and grant opportunities to support Camp Fire's programs and operations. The internship presents the opportunity to contribute to the organization's special events while gaining experience in public relations and communication.

### **Essential Functions:**

- Learn and maintain working knowledge of all Camp Fire programs
- Assist in planning and implementation of Development events; including working with volunteers.
- Attend Development meetings with stakeholders
- Research potential donors and sponsors
- Assist in written correspondence and mailings
- Assist in reviewing event graphics and Camp Fire special event web pages for continuity
- Assist in procuring event vendors
- Recruit raffle and auction items
- Database entry and maintenance
- Transportation to/from Camp Fire offices
- Ability to lift 40 pounds
- Ability to communicate clearly

### **Required Knowledge/Skills/Abilities:**

- Upper level college student or graduate
- Research skills
- Organizational skills
- Writing skills
- Problem-solving skills
- Communication skills
- Computer skills (MS Office products, Adobe Suite a plus)
- Self-motivated and collaborative

### **Preferred Knowledge/Skills/Abilities:**

- Experience planning special events
- Experience procuring in-kind donations
- Flexible schedule



### **Camp Fire's Culture:**

Camp Fire First Texas is one of the largest Camp Fire councils in the country. Programs are for boys, girls and their families and include camping, after school programs, teen services, environmental education, and school readiness, in addition to professional development for early childhood educators. In Camp Fire, children and youth find a safe, fun and inclusive place – a place where they form lasting relationships, develop a sense of belonging and make positive contributions to the lives of their families and their community. Camp Fire youth have life-enhancing experiences and develop assets essential to their futures. Camp Fire changes young lives for the better in our community. Inside and out.

### **To Apply:**

Interested persons should [apply online](#) and attach a cover letter, resume & salary requirements.

View other open positions at <https://www.campfirefw.org/about-us/employment/>.

*Camp Fire First Texas is an Equal Opportunity Employer. The organization will not discriminate against any individual because of race, color, religion, creed, sex, age, national origin, disability or other reason prohibited by the fair employment laws. Reasonable accommodation will be provided in an effort to advance employment opportunities for individuals with disabilities. Employment at Camp Fire First Texas is on an at-will basis. The employee and the organization are each free to terminate the relationship at any time without cause.*

*Due to the volume of responses, only qualified parties will be contacted. **No phone calls or emails, please.***