

Community Engagement Intern

Job Description



About Us:

Blue Skies for Children (BSFC) is a 501©(3) non-profit organization located in Bellingham, WA. At BSFC it is our mission to raise hope and self-esteem by sponsoring enrichment programs and other essentials for homeless, low-income, and foster children between the ages of 6 – 18 (or high school graduation) in Whatcom and Skagit Counties.

Job Description:

The Community Engagement Intern will work closely with the Programs Manager, other BSFC staff, and the Whatcom business community. The role includes fostering community awareness, planning and executing events, and exploring new fundraising avenues. Currently, BSFC sponsors 130 youths via enrichment programs funded by grants, donations, and sponsorships. With the addition of the Community Engagement Intern, BSFC aims to expand its reach through regular fundraising initiatives and the introduction of a new community event.

Part Time: 10 – 15 hours per week; Flexible scheduling options to accommodate existing commitments

Compensation: Unpaid; College Credit; Hands-on experience in non-profit/social services field

Length of Engagement: Approximately 3 months; Flexible to college schedule

Learning opportunities: Growing Community Awareness & Engagement, Event Planning & Facilitation, Non-Profit Fundraising

Responsibilities May Include:

- Identifying potential individual, corporate, and foundation donors through online research and database management.
- Soliciting partners to organize and host fundraising on behalf of BSFC.
- Assisting in developing and executing fundraising campaigns, including direct mail appeals, online donation drives, and special events.
- Helping with logistics, guest list management, and on-site coordination for fundraising events.
- Maintaining accurate donor records in our company database, tracking donations, and generating reports.
- Creating fundraising materials like newsletters, website content, and social media posts.
- Answering donor inquiries, filing documents, and providing general administrative support.
- Supporting efforts to recruit and manage volunteers for fundraising events.
- Other duties as assigned.

Qualifications & Skills:

- Previous non-profit experience and/or coursework in fundraising, non-profit management, or marketing and communication preferred.
- Strong written/verbal communication skills and interpersonal skills.
- Attention to detail, time management, manage multiple tasks, and organizational abilities.
- Ability to work independently and as part of a team
- Self-motivated with interest in leading new fundraising awareness, campaigns, and events.
- Proficient computer application skills (e.g., Microsoft Office, Database Entry, Google Drive)
- Familiarity with Social Media platforms and creating social media posts.

To Apply:

Please submit the following to Melissa Stevenson at enrichment@blueskiesforchildren.org to be considered. Applications are accepted on an ongoing basis.

1. Your **resume**
2. A **cover letter** explaining your interest in the Community Engagement internship, your experience in non-profit work, marketing, and/or fundraising, and the skills you will bring to the team.