



Open for Exsciting Possibilities™

**Philanthropy & Communications Internship
Da Vinci Science Center, Allentown PA
Fall 2019 and/or Spring 2020**

The Da Vinci Science Center (DSC) invites candidates to apply for a **Philanthropy & Communications Internship with a focus on special events**. DSC Internships provide practical, resume-building experience and opportunities to make an important impact on a spirited, growing non-profit organization by contributing professional-level work. Skilled interns will have the opportunity to develop a number of portfolio pieces and contribute to two major events hosted by the DSC in the spring. This is an unpaid internship; however, the DSC will help students comply with any requirements to earn course credit from their college or university.

The successful candidate must have excellent writing and communication skills. Intern must be a self-starter and be willing to work with minimal guidance. Candidate should have knowledge of Microsoft Office (primarily Word and Excel); design software knowledge is a plus.

Areas of focus during the internship may include:

- Assisting in development and planning for two major special events: Women in Science & Engineering (WISE) Forum (Spring 2020) and the Hall of Fame Awards Gala (April 2020), as well as smaller donor appreciate events as needed. (We plan for the 2 spring events starting in the fall.)
 - Major tasks for the WISE Forum include researching and securing Distinguished Panelists; soliciting event sponsors; communicating with area schools and students; creating printed materials (flyers, program book, etc.); and coordinating event logistics.
 - Major tasks for the Hall of Fame Awards Gala may include organizing and soliciting items for the silent auction; coordinating scholarship application process; communicating with award winners; creating printed materials (posters, program book, etc.); and coordinating all event logistics.
- Writing and creating donor communications, including solicitations, emails, and thank you letters.
- Working with a team on crafting grant applications for submission to foundations and corporations for program funding.
- Helping to coordinate event committees and possible student advisory board

Typical office hours for the DSC Philanthropy team are Monday-Friday, 9:00AM-5:30PM. Intern days/hours are flexible and can be determined based on candidate's schedule and any school credit requirements. This is an unpaid internship.

A successful completion of a criminal background check, including checks through PA State Police and PA Child Abuse Registry, is required upon hire.

Interested candidates should contact Judy Belaires, CFRE, Director of Philanthropy at judy@davincisciencecenter.org or 484-664-1002 x 102 OR Sharon Alexander, CFRE, Campaign Manager at sharon@davincisciencecenter.org or 484-664-1002 x125.

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