Germanic-American Institute  
Development and Engagement Intern

The Development and Engagement Intern will be given significant opportunities to learn about and contribute to the GAI’s communications and fundraising strategies.

*Please note: the majority of this internship can be conducted remotely. Some staff at the GAI continue to work primarily from home during the COVID-19 pandemic. Any in-person work will be socially-distanced, with required mask-wearing and vaccination.*

Responsibilities may include:

**Development 70%**
- Draft and review fundraising letters and campaign materials
- Assist with coordination of fundraising and sponsorship campaigns
- Research funding sources and opportunities

**Engagement 30%**
- Support the development and implementation of the production of multimedia content to help increase the visibility of the GAI, including promotion of cultural events and language programs
- Contribute to production of communications materials, including the newsletter, social media content, and blogs
- Conduct related research projects as needed

**Preferred Qualifications:**
- Interest in nonprofit development, communications, and social media
- Excellent analytical, writing, and communication skills
- Proficient in Microsoft Office applications, G Suite, social media platforms, and Internet research
- Ability to manage time and work effectively without close supervision
- Interest in Germany, Austria, Switzerland and/or German language recommended

**Internship Details:**
- Approximately 10 hours per week for 12 weeks
- Compensation: $1500 stipend for the summer
- Internship goes from May to August, but specific dates of internship are negotiable
- Majority remote work (if preferred) with extra office support and event support when needed
- A work laptop is provided if needed
- We are happy to work with your college or university administration to have the internship credited as part of your studies.
- You must be vaccinated against COVID-19 and show proof of vaccination prior to first day of employment.

To apply for the internship, please email your resume and cover letter to Olivia Felland, Development Coordinator, at ofelland@gaimn.org with a subject line of “Your Name Summer Intern”. Please apply by April 15, 2022 for our summer internship program.