

Diamond In The Rough Internship Opportunities

Diamond In The Rough currently seeks high school seniors and college interns for the 2006-2007 school year. Various intern positions are designed to accommodate a candidates availability. Interns will report to the Executive Director. Interns must be responsible and dedicated individuals with a strong interest and desire to serve youth in a thriving grass-roots, faith-based organization.

These positions are unpaid internship/volunteer opportunities. However, letters of recommendation and references may be provided as well as any required documentation needed to acquire school college credit. Flexible schedules available. The positions are as follows.

Administrative - Internship

- Draft written and email correspondence.
- Maintain computerized database and filing system.
- Provide administrative support.
- Assist in the design and distribution of program newsletters.

Community Development - Internship

- Conduct research for potential foundations, individuals and corporate donors.
- Prioritize potential funders based on interest and next funding cycles.
- Update computerized database of donors and prospects.
- Help edit funding proposals for submission to donors.

Program Assistant - Internship

- Assist in the management and execution of special events.
- Help recruit and provide orientation to new members.
- Assist in the facilitation of small group workshops.
- Assist in the coordination of activities, community service projects and special events.
- Identify special guest presenters & fieldtrips.
- Assist in the development of curriculum.
- Serves as leader of the Youth Advisory Board/CORE Leadership.

All applicants must:

- Demonstrate ability to work independently in a fast-paced environment and handle various tasks.
- Basic computer knowledge, including MS Word, MS Publisher, and internet.
- Strong verbal and non-verbal communication skills.
- Ability to work independently.
- Ability to work 10-15 hours per week.