



Volunteer Title:

Church Relations Intern

Position Location:

Seattle, WA

Department/Division:

Fundraising

Job Title of Supervisor:

Ministry Development Coordinator

Hours per week:

15-20 hours per week

Number of Positions:

1

Compensation:

None, this is a volunteer position

Specific Volunteer Tasks:

- Support marketing strategies to educate the donor church about fundraising opportunities.
- Maintain church records and information in our database system updating church relationships and partnerships.
- Research and compile lists of possible partnerships with churches who work in similar areas of operation.
- Update church relation's Twitter and Facebook status to engage with church partners.
- Research group and church fundraising strategies that can be incorporated into World Concern's relationship building with the church.
- Deliver fundraising materials i.e. brochures, packets, kits, to churches.

Volunteer Requirements:

- A leadership position within their church.
- Ability to take large quantities of information and organize it in a concise format.
- High self initiative to organize and execute tasks in an efficient method.
- Proficient in Word, Excel, and familiar with Outlook. Quick to learn and adapt to a new database systems is a plus.
- Ability to work with minimum supervision.
- Reliable transportation and the ability to deliver materials to churches is a must.



Volunteer Title:

Fundraising and Marketing Research Intern

Position Location:

Seattle, WA

Department/Division:

Fundraising

Job Title of Supervisor:

Donor Services Manager and Marketing Coordinator

Hours per week:

20-30 hours per week

Number of Positions:

1

Compensation:

None, this is a volunteer position

Specific Volunteer Tasks:

- Research fundraising events and opportunities for our Donor Relations team.
- Evaluate and archive past Donor Relations fundraising events attended.
- Stay up to date on world news and follow major news stories relevant to World Concern's work.
- Monitor relief and development blog posts and twitter discussions relevant to World Concern's operations.

Volunteer Requirements:

- Proficient in Word, Excel, and familiar with Outlook. Quick to learn and adapt to a new database systems is a plus.
- Ability to take large quantities of information and organize it in a concise format.
- High self initiative to organize and execute tasks in an efficient method.
- Strong written and communication skills.



Volunteer Title:

Presentation Research Intern

Position Location:

Seattle, WA

Department/Division:

Fundraising

Job Title of Supervisor:

Donor Services Manager

Hours per week:

15-20 hours per week

Number of Positions:

1

Compensation:

None, this is a volunteer position

Specific Volunteer Tasks:

- Review current countries World Concern is operating in to create a donor friendly presentation of the areas we operate.
- Research current documents including project proposal forms (PPFs), government grants, budget sheets, and beneficiary stories to create a detailed PowerPoint presentation where World Concern operates.
- Further project requirements and instructions given once a volunteer has been selected.

Volunteer Requirements:

- Proficient in PowerPoint, Word, Excel, and familiar with Outlook.
- Ability to take large quantities of information and organize it in a concise format.
- High self initiative to organize and execute tasks in an efficient method.
- Strong written and communication skills.
- Experience creating PowerPoint presentations or multimedia presentations is a plus.



Intern Title: International Fundraising Research Intern

World Concern (WC) Headquarters in Seattle seeks to improve our knowledge and record-keeping regarding our overseas donors. This will help our organization improve our fundraising efforts and build better relationships. This is a great opportunity for someone interested in working in a Christian relief and development organization in the future to acquire skills in Raiser's Edge software, and to gain understanding of international Christian philanthropic organizations.

The Win-Win Agreement:

Improve WC Headquarters knowledge of our overseas donor organizations by researching and documenting information regarding these organizations while acquiring skills in using Raiser's Edge and gaining an understanding of non-US philanthropic organizations and what they fund.

Position Location:	Seattle, WA
Department/Division:	International Operations
Hours per week:	40 hours per week, to be completed by August 31 st .
Number of Positions:	1
Compensation:	None, this is a volunteer position
Specific Volunteer Tasks:	<ul style="list-style-type: none">• Enter data into Raiser's Edge database system (training provided).• Perform internet research on current WC overseas donor organizations and note information as needed for program staff.• Research donation history.• Report to the program team any interesting summary information or details that may assist the organization in the relationship with current donors.
Volunteer Requirements:	<ul style="list-style-type: none">• A committed Christian Faith.• Interest in non-profit organizations and how they work.• Detailed person with data base entry experience or ability to learn new system.• Strong research skills.• A commitment to learn and serve under the supervision of World Concern.• Flexible team player.