

Community Development Advocates of Detroit
Communications Administrator Intern Position

JOB TITLE: Intern

REPORTS TO: Executive Director

LOCATION: Detroit

ORGANIZATION SUMMARY:

Community Development Advocates of Detroit (CDAD) and its supporters strive to serve as a catalyst for the transformation of Detroit neighborhoods. For 15 years, CDAD has served as the trade association for nonprofit, community-based development organizations in Detroit. Detroit is at a critical time in its history. Population loss, property value loss, abandonment and the reality of a state emergency manager are some of the challenges facing Detroit neighborhoods and residents. Through expanded membership, new community-based planning tools (Strategic Framework model), community industry reform initiative and public policy advocacy agenda, CDAD is working to support neighborhood efforts to improve our communities.

JOB SUMMARY:

Internship is open to under-graduate or graduate students interested communications administration. The position requires excellent written and verbal communication skills, and an ability to work independently and balance multiple tasks. Previous office experience including telephone, data entry, meeting coordination, and social media, especially in a non-profit environment is highly desirable. Comfort interacting with people from diverse backgrounds is a must.

Essential Functions:

- Coordinating meeting logistics for a variety of regularly scheduled meetings, which may include sending reminders and materials, arranging room set-up and refreshments
- Ordering and maintaining office supplies and equipment
- Creating monthly electronic newsletter
- Using social media to promote CDAD work and members
- Preparing documents to support reports to funders
- Taking accurate minutes (Board Meetings, Membership Meetings, etc.)
- Collating materials
- Other related duties as assigned by the Executive Director to support CDAD's mission
- Process Memberships

- Connecting members to events and announcements through email

Skills and Knowledge Requirements:

- Excellent working knowledge of social media tools and systems (Facebook, Twitter, etc.)
- Excellent working knowledge of Microsoft Office and Outlook programs
- Excellent telephone and e-mail etiquette
- Excellent writing and organizational skills
- Ability to manage time and multiple tasks well
- Positive and professional attitude
- Ability to work independently and collaboratively in small nonprofit environment
- Bilingual skills beneficial
- 3-5 years' experience with office administration and/or communications preferred

Qualified candidates should submit via email by **September 8th, 2014 to Kyra Thomas, Communications Administrator at kyrathomas@cdad-online.org. Include Communications Administration internship in the subject line. Include cover letter in the body of the email and attach resume in one Microsoft Word or PDF document.**