



LOS ANGELES AREA
CHAMBER OF COMMERCE

FOUNDATION

Education and Workforce Development Foundation Fall Intern

Job Description

Position: Development Internship, Educational Credit Strongly Encouraged (Paid Internship)

Location: Downtown Los Angeles

Hours: 10-15 hours per week.

Pay: \$12-15 per hour

About Us

The Los Angeles Area Chamber of Commerce (L.A. Area Chamber) was founded over 125 years ago as the voice of business in Los Angeles County. Since that time, the L.A. Area Chamber has been a champion for economic prosperity and quality of life in Los Angeles. By being a voice of business, helping its members grow, and promoting collaboration, the L.A. Area Chamber assures prosperity for the Los Angeles region.

To carry out the charitable and education objectives of the L.A. Area Chamber, the Los Angeles Area Chamber of Commerce Foundation (Foundation) was established in 1970. The Foundation supports education and workforce development programming within the L.A. Area Chamber and affiliated nonprofits such as UNITE-LA to coordinate and broker systemic education reform. It is also particularly focused on the issues facing large urban school districts such as the Los Angeles Unified School District. With nearly 700,000 students in LAUSD, the Foundation sees the economic future of our region tied to our youth's educational success & economic opportunities.

Position

The Education and Workforce Development Division Development Intern is a part of the Education and Workforce Development Division of the Foundation and reports to the Vice President of Strategic Partnerships to assist with the department's fundraising and development activities. This is an excellent opportunity for students interested in civic service, nonprofit management and public education/workforce development issues.

Job Description

- Research prospective individual, corporate and foundation donors
- Produce high caliber professional acknowledgement letters and other correspondence with funders
- Aid in the development of annual campaign requests
- Maintain accurate development files and database, including: giving histories, profiles and interactions
- Handle administrative duties as needed
- Assist with grant writing and donor communications



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- Perform other duties as assigned by the Vice President of Strategic Partnerships

Requirements

- Undergraduate or graduate student
- Strong written and verbal communications skills
- Ability to handle multiple projects at once with strong attention to detail
- Must be a self-starter, detail oriented, reliable and professional
- Demonstrate proficiency in Microsoft Office applications and database technologies
- Confidence

To apply, please submit your resume and cover letter to Erika Borg, Vice President of Strategic Partnerships, via email at eborg@lachamber.com.