POSITION TITLE: Marketing/Development Intern (Unpaid)
REPORTS TO: Vice President, Advancement
LOCATION: Remote or Philadelphia (conditions permitting)
HOURS: 10 + hours/week

Position: Development/Marketing Intern at Eluna

The student intern will be responsible for supporting development, corporate relations and marketing and communications staff with support such as inputting leads into SalesForce, researching potential partnerships and donors, creating Power Point presentations, preparing for and participating in marketing and development meetings, assisting with fundraising events, outreach and annual appeals, assisting with website, public relations, media and social media outreach and preparing marketing and sales collateral. Depending on the timing of events, duties may vary.

Learning will be on the job and will include how cultivation of donors works, how campaigns are designed and implemented, understanding the details involved behind successful event planning and how a donor-based nonprofit operates.

Qualifications and Attributes

- Meticulous attention to detail, strong problem-solving abilities and ability to establish priorities, take direction and multitask
- A get it done, self-directed, enthusiastic, team player, ability to pitch in where needed
- Willingness to learn and work independently
- Basic Proficiency in Microsoft Office Suite, specifically Word, Excel and PowerPoint
- Confidentiality and discretion required

How to Apply
Email resume and cover letter to Joan Galon King at joangalonking@elunanetwork.org
Eluna
Eluna is a public, 501(c)(3) nonprofit with a mission to support children and families impacted by grief or addiction. Founded in 2000 by Jamie Moyer, World Series champion pitcher, and child advocate Karen Phelps Moyer, the vision of the Eluna network (formerly The Moyer Foundation) is that no child should grieve alone and together we can break the intergenerational cycle of addiction. Eluna supports thousands of children and families each year through its free signature services and programs. Camp Erin® is the largest national bereavement program for children and teens grieving the death of someone significant in their lives. Camp Mariposa® is a national addiction prevention and mentoring program for youth impacted by a family member’s substance use disorder, and the Eluna Resource Center extends the continuum of care by providing a curated set of online resources with personalized phone and email support for families experiencing grief, addiction and other related issues.