



Development & Administrative Intern (Summer and Fall Internships Available)

If you want to make a difference while getting real experience at a nonprofit, this is your chance! The Autism Society of Northern Virginia is currently seeking Development & Administrative Interns for both summer and fall.

The Development & Administrative Intern will assist the Development & Communications Associate with aspects of fundraising, events management, event promotion, and more. The ideal candidate will be interested in nonprofit management, disability services, or disability rights & advocacy.

Duties include but are not limited to:

- Assisting with the logistics of fundraising events
- Processing and acknowledging donations
- Managing administrative & office duties while on site at the office (such as answering the phone, greeting any visitors, etc)
- Entering information into the database
- Preparing reports and materials for the Development Committee and Board of Directors
- Drafting newsletters, social media posts, flyers, and other marketing materials
- Other duties as assigned

Work will be done on-site at our Oakton office (public transit accessible), at events, and through telework. Flexible schedule to accommodate classes or other employment; intern will be expected to put in 15-20 hours of work per week. 8- or 12-week internships available. Travel stipend available.

Applications will be reviewed on a rolling basis; please apply by May 31 for first consideration for a summer internship and July 31 for fall.

ASNV values diversity! People of color, women, LGBTQIA+, and disabled individuals are especially encouraged to apply.

To apply, please email a resume and a cover letter that explains why you are interested in this internship to eroy@asnv.org with the subject line "Development & Administrative Intern Application."