

## **Outreach and/or Development Volunteer Internships**

Reading Is FUNdamental (RIF) Pittsburgh is looking for dynamic, results-driven individuals who is passionate about education, youth, and the nonprofit sector to join our team for **the summer term**.

Volunteers will work closely with our entire team to coordinate and manage projects that are making real and meaningful impact on the children in our community. This is a great opportunity for individuals who wish to work directly with children and to be exposed to the daily operations of a nonprofit organization, including fundraising.

RIF Pittsburgh is a grassroots non-profit dedicated to providing children with the resources, motivation, and opportunities to develop a life-long love of reading. By providing low-income children and families with access to quality reading materials, motivational events that encourage literacy, and the opportunity to build home libraries, we are dedicated to reducing the literacy gap in our community. In the last year alone, we provided nearly 84,000 diverse, age-appropriate books to Pittsburgh's most economically disadvantaged children.

Essential duties may include, but are not limited to:

- Program Support
  - Assist with RIF Pittsburgh programming and outreach activities
  - Support and attend evening and weekend community events and festivals
  - Provide onsite support to our Storymobiles, Everybody Wins!, and Books for Keeps programs
  - Assist with general program administration and preparation
- Development Support
  - Support fundraising initiatives, with a focus on individual giving
  - Conduct research on new fundraising opportunities
  - Assist in the development of mailings and donor communications
  - Assist updating and maintaining fundraising databases
- General Office Support

Hours:

Volunteers typically work between 12-24 hours a week and must be available through August 2024.

Desired qualifications:

- A positive attitude and passion for our mission
- Detail-oriented
- Strong written and verbal communication skills
- Strong computer skills, including Microsoft Office Suite
- Experience working with children a plus
- Experience working with donor software a plus

**TO APPLY:** To apply: Please send a resume and cover letter to [info@rifpittsburgh.org](mailto:info@rifpittsburgh.org).