

Development & Marketing Intern

Urban League of Eastern Massachusetts
88 Warren St, Roxbury, MA 02119

Part-Time, Hybrid

\$20/hour, 15 hours per week, 1 Day/Week In-Office

Tentative Start Date: June 1, 2025 / flexible summer start time

The mission of the **Urban League of Eastern Massachusetts** is to enable adults to overcome racial, social barriers, economic inequities, sexual and domestic violence to employment and economic development opportunities. For 100 years, ULEM's programs and services have given hope to participants and made a lasting, impactful statement in the community. Focusing on this overarching goal leads us to provide opportunities for every person that walks through our door to realize economic empowerment through necessary and mid-level skills training, certifications, internships, and job placements. More information on ULEM is [here](#).

Reports to: Director of Development & Marketing

Job Description

This is an exciting entry-level role for someone passionate about nonprofit development and communications. Whether you're seeking hands-on experience to jumpstart your career or an opportunity to explore the nonprofit sector, this position offers mentorship, flexibility, and the chance to make an impact. With the potential to evolve into a long-term position, the Development and Communications Assistant will support ULEM's fundraising and outreach efforts, including database management, special events, marketing and nonprofit administration.

Key Responsibilities

Development Support:

- Assist with donor relations, including processing donations and maintaining donor databases (e.g., Salesforce).
- Coordinate fundraising campaigns and provide support for special events.

Marketing & Communications:

- Draft and edit newsletters, social media content, and email marketing campaigns
- Assist with storytelling and creating content that highlights ULEM's impact.
- Help maintain the organization's website and develop marketing materials.

Administrative Support:

- Manage event schedules and coordinate logistics.
- Prepare reports for development activities and campaign performance.
- Support day-to-day operations of the development team.

Collaboration & Strategy:

- Work closely with team members to ensure consistent messaging and branding.
- Engage with ULEM's diverse stakeholders, including staff, board members, donors, and program participants.

Qualifications**Required:**

- Bachelor's degree (completed or in-progress) in a related field.
- Strong organizational and time management skills.
- Excellent writing, editing and storytelling abilities.
- Proficiency in Microsoft Office, G Suite and social media platforms.
- Self-starter with the ability to work independently and manage multiple priorities.

Preferred:

- Experience with donor management systems (e.g., Salesforce) and email marketing tools (e.g., Constant Contact).
- Familiarity with graphic design tools (e.g., Canva, Adobe Creative Suite).
- Experience in grant writing or nonprofit communications.
- Demonstrated commitment to social justice, equity and workforce development.

Join our team and help us continue ULEM's legacy of driving equity and economic empowerment in Eastern Massachusetts. To apply, please submit your resume and a brief cover letter outlining your interest and relevant experience to vparsloe@ulem.org.