



## Technology Internship

### About the Internship

This position allows a student the ability to help shape and maintain the technology platform of Achieve. Ideal candidates will possess in depth knowledge and strong demonstrable experience with computer applications and server maintenance. The intern will gain a greater understanding of the social media applications and strategies behind Achieve.

### About Achieve

Achieve is a consulting firm that delivers strategies to strengthen donor relationships and increase fundraising performance. Achieve works with nonprofit organizations that need to build the skills of its fundraising department, acquire resources for new and existing needs, and engage donors in meaningful ways.

The intern will perform the following functions:

- Work with the Digital Manager to maintain the technology platform Achieve utilizes to interact with clients
- Fulfill requests for uploading photographs and videos
- Prepare text, print, and other goods for the promotion of Achieve's social networks
- Prepare materials for business development calls/visits
- Assist Achieve staff with a wide variety of rewarding activities

The position requires the following minimum skills:

- Proficient in the English language
- Excellent verbal and written communication skills; articulate and concise
- Thorough analytical processes
- CMS, html, CSS, graphic design platforms – Adobe suite

Applicants studying computer science, communications, social media, new media, and graphic design are preferred. An interest in client development and/or nonprofit consulting is a plus.

### Minimum Requirements

- Valid Driver's License or reliable transportation to and from Achieve offices
- Must be currently enrolled in an undergraduate or graduate-level degree program
- Ability to utilize Microsoft Office Suite, PowerPoint and/or Photoshop

**All interested applicants should submit a resume and cover letter via email to [applicant@achieveguidance.com](mailto:applicant@achieveguidance.com)**

**Summer and Fall 2011 Opportunities are available.**