

GLAD

Development Intern/Special Events Opportunity

Gay & Lesbian Advocates & Defenders (GLAD) is New England's leading legal rights organization dedicated to ending discrimination based on sexual orientation, HIV status and gender identity and expression.

The Development Department is looking for an intern to help raise the funds that enable GLAD to meet our mission. **This is a great opportunity for someone who wants to have an impact on these issues in a very practical way. Join us and learn about or gain further experience in special events fundraising and non-profit development.**

The special events intern's responsibilities/opportunities would include:

- Special event planning and on-site assistance, including mailings, telephone solicitation, auction planning and procurement
- Assist with mailings, including editing solicitation letters
- Database management, including data entry

The ideal candidate will have a strong desire to work in non-profit development and preferably some background in an administrative office setting. The ability to take direction, show initiative and follow through in a dynamic environment is a must. Excellent attention to detail and a willingness to ask questions are also critical. Strong communication skills are required, as are demonstrated proficiency with mail merges, data entry and internet research.

Ongoing training and supervision will be provided. Dress Code is casual.

Hours

Intern positions are full or part-time for a semester or full year and unpaid. Dependability is a must.

Location

T-accessible between Park St & Downtown Crossing.

Please send a resume and cover letter to:

Special Events Manager - Robbie Samuels, MSW

[GLAD](#), 30 Winter Street, Suite 800, Boston, MA 02108

e-mail rsamuels@glad.org