

Development Communications and Events Internship

Location: *Waterloo Office*

Reports to: Communications and Events Manager

Status: Unpaid Internship



Summary:

The Development and Communications Intern supports marketing, fundraising, and community outreach through digital storytelling, media production, and content creation that strengthens the organization's brand and community engagement.

What You Will Do:

- Create multimedia content such as videos, graphics, photography, newsletters, brochures, annual reports, and digital campaigns
- Plan and manage social media content across key platforms
- Support video production and digital storytelling for marketing, fundraising, and events
- Draft press releases, promotional materials, and event communications
- Coordinate event-related media assets, sponsorships, attendees, partners, and auction materials
- Develop branded materials and support outreach, tabling, and community engagement efforts
- Track campaign performance metrics and support CRM-based donor and event reporting
- Attend meetings and events to capture photo/video content and provide administrative and creative support to the development team
- Provide general administrative support to the development team as needed

Internship Requirements:

- Demonstrate FOF's 4 core values: People First, Discover & Do, Equity and Inclusion, Grit
- Believe in our 10-year vision: Everyone Has a Home
- Respect the confidentiality of clients receiving services through FOF and donors
- Exhibit a belief in non-violence and willingness to advocate on behalf of populations affected by domestic violence, sexual assault, human trafficking or other violent crimes and homelessness in a non-discriminating manner
- Ability to pass a criminal background check
- Ability to complete Victim Counselor Training, Empower DB training, Confidentiality, Housing First Trainings

Internship Qualifications:

- Recommended for students looking to complete a 200-300 hour internship
- Pursuing a degree in Communications, Marketing, Media Production, Digital Media, Human Services, or a related field
- Experience or interest in video production, photography, graphic design, or content creation tools such as Adobe Creative Suite, Canva, and social media platforms
- Available to complete internship hours during normal office hours (M–F, 8:00 a.m.–4:30 p.m.)

For more information or if interested, please email Madison Gaffney, Volunteer Manager, at madison@fofia.org with the subject line "Development and Communications Internship".