

Position Description
American Committee for KEEP, Inc.

Title: Brian Kane Fellowship Intern

Type: Part-time (15 hours per week), for 12 weeks

General Purpose:

Under the supervision of the Executive Director, learn about service to others while working in a not-for-profit organization on specific projects related to development department support and program support for The American Committee for KEEP, Inc. The internship is named in honor of a long time volunteer whose model of service to others will be studied by the intern, and used as a basis for his/her work.

Duties for Summer 2007:

1. Development Department assistance including work on bi-lingual publications and grant research in English and Japanese.
 - a. Specific projects will include an annual report, a summer fundraising appeal, and a summer newsletter.
 - b. Grant research tasks will be assigned to the intern.
2. Web page maintenance.
3. Create flyers and other forms of publicity as requested.
4. Assist in researching, compiling, and proofreading information for use in the preparation of reports and special studies.
5. Program development work ranging from brainstorming ideas to creating strategic plans for implementation; especially youth focused programming.
6. Other duties as assigned.

Experience and Skills:

1. Computer literate with Word, Excel, Access, PageMaker, PhotoShop, Outlook, and Web page maintenance skills desired, but not required.
2. Japanese skills desired, but not required.
3. Good interpersonal skills.
4. Be prepared to work as part of a team, and be willing to communicate clearly.
5. Work well independently and with others.
6. Strong word processing skills.
7. Strong internet research skills.
8. Strong writing and editing skills.
9. Ability to understand and follow specific instructions and procedures.
10. Ability to think ahead and forecast solutions to problems.
11. Skill in operating basic office equipment.

Working Conditions and Physical Effort:

1. Work is normally performed in a typical interior/office work environment.
2. No or very limited physical effort required.
3. No or very limited exposure to physical risk.

Last updated: March 2007