



## **VOLUNTEER DESCRIPTION – WRITING AND RESEARCH**

### **ABOUT**

Along the Way is a faith based non-profit organization that provides child care to low-income single moms while they work or attend school during nights and weekends. Our mission is to encourage growth, maturity and community in women and children through a series of experiences and programs designed to better equip them for: parenting, navigating life's challenges, and positively impacting their community. Our vision is to offer acceptance, community, and hope to women along life's journey. By providing these services we provide the opportunity to single mom's and their families to get ahead and establish a stable family environment.

### **SUMMARY**

Working with Along The Way is an opportunity to impact the lives of women and children and meet needs in our community. Providing support to our administrative staff will help to fulfil our mission and to help with writing, researching, grants and other funding opportunities.

### **RESPONSIBILITIES:**

- Must embrace the mission of Along The Way
- Strong interpersonal and writing skills.
- Have knowledge and experience in fundraising techniques, particularly major gift fundraising.
- Have the desire to get out of the office and build external relationships.
- Be a “self-starter” and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit “follow through” on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- Experience in professional fundraising.
- Participate in fundraising activities and special events
- Intern must complete state criminal background check, child abuse clearance, FBI fingerprinting and sign a general statement of faith which outlines the standards of behavior for the organization. The organization does not discriminate against religions or faiths, we are an equal opportunity organization.

### **WRITING AND RESEARCH TASKS:**

- Intern must be able to meet deadlines
- Intern will assist with writing articles, researching information and creating articles/commentary to published on website, blog and organization's social media account
- Collecting and writing client and staff stories
- Work with Marketing Intern, Director and Development Specialist to develop social media/marketing direction
- Complete additional assigned tasks from Director and Development Specialist as needed

### **SALARY:**

- 1 yr commitment, 5-10 hours weekly
- Unpaid

SCAN ME



Candidates should forward their resume or apply with our online application at

**[www.alongthewaypa.org/#get-involved](http://www.alongthewaypa.org/#get-involved)**

Along The Way provides training. Contact April Matt at **267-382-9607** or **[info@alongthewaypa.org](mailto:info@alongthewaypa.org)**



## **VOLUNTEER/INTERN DESCRIPTION – WRITING AND RESEARCH**

### **ABOUT**

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- Complete additional assigned tasks from Director and Development Specialist as needed

### **SALARY:**

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