



Books for Keeps, Inc.
P.O. Box 49761
Athens, Georgia 30604
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www.booksforkeeps.org

Books for Keeps seeking energetic, highly organized summer intern

The basics:

- Commitment lines up with summer course schedule, with flexible start/end dates; 10 weeks
- Hours: 10 to 20 hours per week; flexible time arrangements possible, with ability to work at home.

About Books for Keeps:

- Mission: Books for Keeps works to improve children's reading achievement by addressing barriers related to the accessibility and appeal of reading material. We give books to children whose reading opportunities outside of school might be otherwise limited due to geography, income, or other factors.
- Founded in 2009, incorporated as a nonprofit in 2011, Books for Keeps is a small, but mighty, local nonprofit founded and based in Athens.
- With just two employees, Executive Director Leslie Hale (UGA MPA '13) and Program Manager Louis Crow (UGA BSW '15), the possibilities for making an impact on the organization and learning about the nonprofit sector are extensive.
- Books for Keeps is a young, growing organization with many opportunities and challenges that an intern would have the chance to help navigate.

Job Description:

- Internship may be tailored based on the applicant's strengths, interests, and areas of study.
- Generally, duties may include:
 - Donor communication, including thank-you letters and generation of tax receipts
 - Event planning
 - End-of-year fundraising campaign planning
 - Identifying grant prospects, performing research, and helping prepare grant applications
 - Keeping donor and fundraising records up to date
 - Volunteer management
- Intern will report directly to the Executive Director, while maintaining a close working relationship with both the ED and the Program Manager.

Requirements:

- The ideal candidate will have superb organization and time-management skills, excellent interpersonal communication skills, and have the ability to self-start.
- Candidates should be able to attend at least one BFK book distribution in Athens during these dates: April 24, 2017 through May 18, 2017
- Special consideration will be given to applicants with experience or course work in any of the following: **grant writing, fundraising, volunteer management, communications/marketing and event planning.**