



Howard University Medical Alumni Association

POSITION AVAILABLE

DEVELOPMENT & COMMUNICATIONS INTERN

Founded in 1871, HUMAA is a 501(c)(3) organization governed by a Board of Directors who represent over 5,000 alumni of the Howard University College of Medicine (HUCM). The Association engages and supports the alumni and provides scholarships to HUCM students.

HUMAA is seeking a college student with an interest in nonprofit fundraising and digital communications to join our team as a Development & Communications Intern.

This is a part-time paid internship (\$14 per hour) with the ability to work remotely. The ideal candidate will be expected to work 15 hours per week—which includes five (5) hours per week in our physical office located in the heart of Washington, D.C. A six-month commitment is preferred.

Responsibilities:

- Assist in the recruitment and outreach to millennial donors via social media and other digital communications.
- Assist with marketing HUMAA and generating content for our social media outlets (Facebook, Instagram, LinkedIn and Twitter).
- Help prepare monthly e-newsletter to alumni and HUCM students.
- Provide clerical assistance to the Administrative Coordinator.
- Create and organize Association pics in DropBox.
- Other duties as assigned.

Requirements:

- Personal Laptop & Smart Phone
- High emotional intelligence
- Extremely organized and efficient writer
- Powerpoint, Photoshop, Canva, or other creative suites preferred
- Howard University student is a plus.
- Interest in nonprofit fundraising
- Must pass a criminal history background check and provide a letter of reference.

To Apply: Send your resume to hr@humaa.com with “Intern” in the subject line.
No phone calls. This job description should not be interpreted as all-inclusive.

HUMAA is an equal opportunity and affirmative action employer.