

Thursday, August 29, 2013

Seeking Development/Special Events Intern

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Development/Special Events internship at Chez Bushwick

Chez Bushwick is looking for an intern with interest and/or experience in Development/Special Events.

This intern will become an integral part of our small, friendly office staff, assisting in day-to-day operations as well as planning for our Fall Gala. He or she will receive comprehensive basic training in multiple areas of non-profit administration, and will also receive opportunities to take the lead on skill-based projects.

Ideal candidates will be able to make a time commitment of 15-20 hours per week for approximately 3 months (between September and December). He or she must be available to be onsite at our gala on October 21st from 6-10 pm. Additional qualifications will include:

- Strong written and verbal communication skills
- Comfort in making cold calls
- Creative problem-solving
- Efficient and detail oriented work ethic

Benefits offered include: MTA reimbursements, free earned hours in the Chez Bushwick studio, and admission to all Chez Bushwick events.

To be considered, please submit a work resume and a cover letter detailing your interest in the position to Kaitlin.chezbushwick@gmail.

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