

Monday, November 18, 2013

Development/General Administration internship at Chez Bushwick

kaitlin.chezbushwick@gmail.com

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Chez Bushwick is looking for an intern with interest and/or experience in Development and General Arts Administration.

This intern will become an integral part of our small, friendly office staff. He or she will receive comprehensive basic training in multiple areas of non-profit administration with a focus on fundraising elements such as database upkeep, donor solicitation, and grant and report writing. He or she 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, running from the first week of January through the first week of April, 2014. Additional qualifications will include:

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

This is an unpaid internship. Benefits offered include: MTA/travel reimbursements, free use of the Chez Bushwick studio, and admission to all Chez Bushwick events.

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