



## POSITION DESCRIPTION

Position Title: Strategy Intern  
Reports To: Strategic Initiatives Director  
Status: Part-Time (20 hours per week)  
Salary: \$20/hour

**Do you want to love what you do and make a difference? Here's your opportunity! Spark seeks to add a part-time (20 hour per week) Strategy Intern to its team of community developers.**

Spark is a 501(c)(3) nonprofit community development intermediary that brings a unique, collaborative, and community-based approach to economic development in the Omaha area. We recognize that philanthropic organizations, civic institutions, and other partners have the resources to impact change while community residents, business owners, and other stakeholders best understand the community's needs. Spark seeks to serve as a bridge between these various parties, leveraging our expertise, relationships and funding to transform neighborhoods through a process of holistic community development.

### Summary:

The Spark Strategy Intern will play a supporting but critical role in the execution of the communication strategy for Spark and its lending arm Spark Capital. The Strategy Intern will perform assignments in the areas of writing, communications & research, policy & advocacy, as well as provide administrative support to the Spark team.

### Essential Duties and Responsibilities:

#### Writing, Communications & Research

- Create and curate engaging content for social media, quarterly newsletter, and website
- Monitor and respond to social media interactions
- Develop, write, and distribute approved press releases
- Review and update all Spark brochures and publications
- Assist with professional video projects, and capture candid photos of Spark programming and events
- Help implement Spark's brand and increase awareness of Spark's mission and services
- Perform research on community development topics and policies

#### Policy & Advocacy

- Gain knowledge of best practices in nonprofit administration and community development
- Collect, maintain, and analyze information about program and project evaluation
- Compile reports, communicate findings, and make recommendations on action steps
- Contribute to the achievement of Spark's overall program of work

#### Administrative Support

- Build and update media lists and contact database
- Assist with meeting management (minute-taking, agendas, and appointment setting)
- Assist with building and maintaining press kits and Developer Academy materials
- Support stakeholder analysis and help develop specific market needs for technical assistance
- Post events to SHARE Omaha, Eventbrite and other community websites
- Help recruit participants, speakers, and mentors for the Developer Academy program
- Assist Spark team members with administrative and office-related responsibilities

Qualifications:

- Preference for students who are enrolled in a degree program related to Communications, Marketing, Urban Studies, Public Administration, Design or other related fields
- Relevant work or volunteer experience
- Familiarity with pertinent software and systems (MailChimp, Adobe Creative Suite, etc.)
- Inclination to roll up sleeves and get it done
- Bias for action; identifies what needs to be done and takes action
- Comfortable with ambiguity – our work is a new to Omaha, and the right candidate has an opportunity to help shape it
- Ability to get comfortable with key team players and to network over email and video, as we will be working remotely through the spring of 2021

Internship Details:

- \$20/hour + \$25 monthly phone stipend and mileage reimbursement
- 12-month position
- Paid holidays
- Flexible and remote work environment
- Paid professional development opportunities

Supervisory Responsibilities:

Manages participants, partners, service providers, and other volunteers related technical assistance and capacity building projects. This position does not currently manage paid staff members.

Fiscal Responsibility:

All expenditures require approval of Executive Director.

To apply, send cover letter and resume to Angela Smith ([angela@sparkcdi.org](mailto:angela@sparkcdi.org)).