

## Membership Internship

**POSITION:** Membership Internship (Summer)

**DEPARTMENT:** Membership

**SUPERVISOR:** Director of Membership

**SCHEDULE/HOURS:** Monday through Friday, 9:00am to 5:00pm, or as arranged.

**START DATE:** June 2009

**END DATE:** August 2009

**INTERNSHIP IS AN UNPAID POSITION.**

### **POSITION SUMMARY:**

Assist the Membership Department team in all areas related to membership development, fundraising and member services. This is an excellent opportunity to observe the inner workings of a non-profit organization, as well as to gain experience working within a museum, and to learn non-profit development practices. It is also a great opportunity to learn Raisers' Edge, the most popular non-profit database program.

### **ESSENTIAL INTERNSHIP FUNCTIONS:**

- Assist membership team with membership service tasks.
- Clerical duties that include filing, answering phones, executing financial transactions, data entry (opportunity to learn Raisers Edge) and prospect research.
- Customer Service duties that include welcoming members to museum (lobby membership desk), answering member calls, meeting member requests, helping with member events.

### **SECONDARY INTERNSHIP FUNCTIONS:**

- Assisting team in meeting member requests.
- Filing and clerical duties.
- Executing financial transactions.
- Providing information to museum visitors.

### **INTERNSHIP REQUIREMENTS:**

- College student
- Have an interest in customer service / member relations / non-profit.
- Team-oriented, flexible, and a strong attention to detail.

The Jewish Museum is an equal opportunity employer.