



Position: High School Intern, Donor Appreciation Team

Location: New York City

Start Date: January 2016

## **DonorsChoose.org**

Headquartered in New York City, DonorsChoose.org is an online charity that makes it easy for anyone to help students in need. Public school teachers from every corner of America post classroom project requests on our site, and you can give any amount to the project that most inspires you. More than 1.6 million “citizen philanthropists” have supported projects, channeling books, field trips, technology, and other resources to more than 14 million students from low-income communities. In all, we’ve generated \$361 million for learning experiences designed by our country’s most dedicated public school teachers.

GOOD Magazine highlighted us as one of [30 Places We Want to Work](#), while Fast Company named DonorsChoose.org one of the [50 Most Innovative Companies in the World](#) – the first time a charity has made this list.

We’re a non-profit, but our culture is much more like a startup – informal, fast-paced, and fun.

## **About the Donor Appreciation Team**

Our high school interns work primarily with the Donor Appreciation Team. At DonorsChoose.org, we know how to say thanks. The Donor Appreciation Team delivers the final touch to a project - the donor thank-you package. When donors give on our site, they receive a thank you from the teacher and photos of the project in action. Any donor that gives more than \$50 to a project has the option to receive handwritten student-thank yous from the classroom they supported.

## **About the Role**

At DonorsChoose.org, our interns do more than getting coffee and making copies. Interns are essential in helping the Donor Appreciation Team execute what we like to call our “special sauce” - handwritten student thank-you notes. Interns will work alongside our volunteers to review student thank-yous to protect student privacy, check them into our computer system, and mail the thank-yous to eager donors - all within 24 hours.

Interns will also get the opportunity to work on a variety of projects with the entire Donor Appreciation Team and support both team and org-wide goals. Your work is valuable and we want to see you grow and succeed.



### **This might be the role for you if...**

- You're a self starter and someone who takes initiative. You're the first person to raise your hand in class. We're not looking for perfect skills, we're looking for motivation and determination!
- You're a public school student in 10th, 11th, or 12th grade.
- You're available to come in to the office a minimum of twice per week for at least 2 hours per day. The internship runs from January-June.
- You believe in our mission and want to help public school teachers get the materials they need to teach students like you all across the country.
- You're comfortable communicating both in person and via email and aren't afraid to ask questions.
- You're a team player, who always pitches in to help, even if it's not directly related to your internship.

**DonorsChoose.org Internships are unpaid but we can offer course credit.**

### **The Perks**

- Work in an informal, fast-paced, and fun atmosphere (while enjoying as many snacks as you'd like).
- Have the opportunity to be mentored by a staff member at DonorsChoose.org, attend team meetings, speaker series events, informational brown bags, and office yoga.
- Develop your skills by working on meaningful projects – you won't be making coffee runs!
- Enjoy intern bonding events and professional development opportunities.

To apply, please submit your resume and a cover letter addressed to Liam Cates, Community Engagement Associate, answering the following:

- Why you want to intern with us?
- How this program will help your educational goals?
- What are you hoping to gain while interning at DonorsChoose.org?

For questions, please email [volunteers@DonorsChoose.org](mailto:volunteers@DonorsChoose.org).

*DonorsChoose.org is an equal opportunity employer committed to developing the skills and leadership of people from diverse backgrounds. We enthusiastically encourage diverse applicants to apply for this and all of our positions!*