



Development/ Event Planning Internship

Position Overview:

The Development Intern will work with the Development Director to research, write and submit grant proposals, seeing the process from beginning to end. In addition the Development Intern will have an opportunity to learn from other staff members relating to programming and education. The Development Director will set a schedule for the Development Intern to attend various programs, outreaches and events. Staff will be available to discuss various components of their job for a more comprehensive view on how a non-profit works. Other tasks might include working at events, coordinating mass mailings, assisting with distribution of flyers and brochures to promote events, and general office assistance.

Qualifications:

- Must be 18 and currently enrolled in a higher education program
- Must pass a simple background check (\$30 fee)
- Organized and able to work independently
- Ability to conduct Internet research and utilize Microsoft Office products
- Excellent communication skills, both oral and written, are essential.

About the LASC

The Living Arts & Science Center (LASC) is a not-for-profit organization providing creative and unique opportunities in the arts and sciences for children and adults. Founded in 1968, the LASC now serves over 40,000 individuals annually through art and science exhibits, classes, workshops and community programs. The LASC provides programs and services in our own facility as well as in schools, social service agencies, community centers, libraries and at community events. Stop in and see why the Living Arts & Science Center is...the place where creativity grows!

To apply, send resume to HLyons@LASCLEX.org