# Development Assistant - Paid Internship

The aim of the internship is to give the successful candidate exposure to various aspects that make up the running of a diverse school such as UWC Adriatic. This role will suit someone who has a broad skill set and interest in educational programme development and fundraising.

The successful candidate for this internship will work in the Development team, supporting the Secretary General of the College, the Director of Communications and collaborating with the Corporate Fundraising Manager and Communications and Alumni Officer.

At specific times of the year the candidate will also assist with university applications, student- based projects and contribute to environmental and financial sustainability initiatives. In each of these areas, specific responsibilities will be allocated with full support and professional development given by another member of staff who works in that area.

The Development Assistant Intern will assume the following responsibilities.

## Fundraising

- Coordinate alumni and potential-donor profiling, through cultivating existing donors and identifying new donors through fundraising campaigns that use various communication tools (emails, Facebook, other social media, telephone campaigns).
- Design fundraising campaigns and draft messages and communication material to solicit potential donors.
- Keep the College connected with alumni and donors by checking addresses, bounces and making sure the database is up to date.
- Assist in the organisation of alumni Reunions and other donor events.
- Advise and assist the communication teams in developing stewardship material for donors.
- Support the Communications Team in maintaining an up-to-date website, social media feeds and liaison with external partners.

## Educational Development

- Be part of the team that oversees the Sustainable development programme at the College, including: overseeing the annual calculation of the College's Carbon Footprint, attending meetings with other UWC stakeholders regarding sustainability and educational programme development and working together with the Student Sustainability Council.

## University applications

- Support the University Counselor in advising students, drafting reference letters and proof-reading student university applications.

### Necessary Skills

- Exceptional organisational skills
- Exceptional interpersonal skills
- Excellent written and verbal communication skills

### Desirable Skills

- G-suite knowledge
- Salesforce CRM
- Experience working in Canva, Indesign
- Prior tutoring experience
- Videography skills

## The Person

UWC Adriatic is a small boarding college which offers students and staff the opportunity to engage intensely in the educational experience of the students. Any suitable applicant must work in a collaborative and consultative manner and understand the need for constructive intervention and patience as essential components of non-curricular learning that occurs in an environment of empowering students for taking the next step towards independence.

A significant amount of the work conducted requires a native-speaker level of English. It is therefore a requirement of this position that the post-holder speaks English to native-speaker level and has a high proficiency in written English.

## Remuneration and employment details

The College is offering a year's contract with the likely opportunity for extension.

The post-holder will be paid a graduate salary in line with the college's pay scale.. The appointment will be on level D of the Federculture national labour contract (ranging roughly between 1,800 and 2,200 in accordance with qualifications). There is the option of accommodation being made available by UWC Adriatic for this position, in which case additional educational and residential responsibilities will be required along with periodic weekend duties, which will be discussed at interview.

Non-EU/EEA/Swiss appointments are subject to approval by the Italian employment and immigration authorities.

## How to apply

Applications including a CV, a letter of application (no longer than one side of A4) and the names and contact information for two professional referees should be made by email to

development@uwcad.it preferably **as soon as possible and in any case no later than December 1st**. UWC Adriatic will need to be provided with or to seek evidence that candidates have police clearance and supporting references demonstrating they are suitable to work with young people in a residential community.
This job advert does not bind the College to identify the candidate suitable for the post.