

**Louis Brier Jewish Aged Foundation  
Summer Internship Opportunity**

**Job Title: Donor Stewardship Program Assistant**

The Louis Brier Jewish Aged Foundation seeks a part time intern (35 hours per week) to assist in the development of a program that will help maintain and build relationships with our donor base. Candidate must be between 15 and 30 years of age and registered as a full-time student in the previous academic year and returning to school full-time in September.

**Responsibilities Include:**

- conducting research related to the objectives of the organization
- learning skills related to the management of an entrepreneurial, non-profit organization
- learning skills related to foundation fundraising
- carrying out other projects as agreed upon between the intern and the Executive Director

**Ideal Candidate will possess:**

- good research skills
- an understanding of and interest in community development
- strong writing and communication skills
- familiarity with MS Word, MS Excel
- ability to balance multiple tasks

For further details, or to apply for this exciting opportunity, please contact Dvori Balshine by Wednesday June 15<sup>th</sup>, 2011

**Louis Brier Jewish Aged Foundation**

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