



The Unity Care Group, Inc.
"Creating Healthier Communities"

Looking for a rewarding Internship at a non-profit?

Multi-Service
Multi-Service

Youth
Youth
and
and

Family
Family

Development
Development

Agency
Agency



✦ *Unity Care
is an equal
opportunity
employer.*

Excellent Internship Opportunities:

- Development Resource Intern
- Graphic Design Intern
- Grant Writer/Researcher Intern
- Information Database Intern

✦ **Deadline to apply Friday, June 11, 2010**

To apply log onto www.unitycare.org and click on employment application.
Fill out the application and email your resume along with the completed
application to development@unitycare.org.

OPEN POSITIONS

continued...



May 2010

Unity Care Internship Opportunities

Development Resource Intern (San Jose)

Managing Supervisor: Development Director

Department: Development

Length: 6 months - One year

Salary: Non-Paid

Manage in-kind donation drives, including soliciting, follow-up and coordinating donation requests with businesses and program staff. Locate free events and activities as well as community resources for the agency's youth and family programs. Assist with general marketing and events as needed.

Qualifications: Must be interested in working in Development, Intermediate Excel (Mail Merge is a plus), MS Word, Outlook, strong communication skills, highly organized, and is a fast learner.

Graphic Design Intern (San Jose)

Managing Supervisor: Development Director

Department: Development

Length: 6 months - One year

Salary: Non-Paid

Assist with the design and development of various marketing materials such as brochures, flyers, annual reports, banners, and PowerPoint presentations.

Qualifications: Working towards a bachelor's of fine arts degree in graphic design/digital media art. Intermediate/Advanced skills in using Adobe Creative Suite (CS3), Indesign, Illustrator, Dreamweaver, Photoshop. Portfolio samples required.

Grant Writer/Researcher Intern (San Jose)

Managing Supervisor: Development Director

Department: Development

Length: 6 months - One year

Salary: Non-Paid

Assist the Development Director in researching grant opportunities for the agency's numerous youth and family development programs. Research funding opportunities from governmental, corporate and private foundations.

Qualifications: Strong experience with Microsoft Word, detail oriented, research experience, self starter, good reading comprehension and strong communication skills.

Information Database Intern (San Jose)

Managing Supervisor: Development Director

Department: Development

Length: 6 months - One year

Salary: Non-Paid

Assist the Development Director by sending thank you letters to donors and funders. Maintain Sage Fundraising 50 database comprised of donor and grants data. Responsibilities include compiling, sorting and verifying the accuracy of data, entering data into the system.

Qualifications: Strong experience with Microsoft Office, detail oriented, self starter and strong communication skills.