

Outreach & Fundraising Intern Position Description

Position Type: Part-Time (5-10 hours per week), unpaid

Eligible: Sophomores, Juniors, Senior, or Grad Students

Location: Flexible Hybrid (in-person time at 2638 NW Jackson Ave Corvallis, OR)

Duration: January 4th - May 31st, with possibility of renewal

Reports to: Donor & Outreach Manager

Apply by: November 13th, 11:59pm (Pacific Time)

At the Corvallis Multicultural Literacy Center, we foster justice and belonging cross-culturally with international, immigrant, refugee, and intersecting communities. Our organization serves the community by providing accessible English classes, free immigration legal support, English conversation practice, and space for cultural exchange.

We are looking for a motivated and creative Outreach & Fundraising Intern to support our fundraising, communications, and community engagement efforts! The Outreach & Fundraising Intern will work to support activities that increase community awareness, strengthen relationships with supporters, and generate funding for our programs.

Responsibilities:

Social Media & Communications

- Assist with developing ideas, creating, and scheduling social media content across Instagram and Facebook.
- Develop content ideas to highlight our programs, services, and community impact.
- Monitor social media engagement and help identify content that resonates with our audience.

Fundraising:

- Lead the planning and implementation of small fundraising campaigns, like dine-outs, for example.
- Assist with donor communications, including thank-you messages and other stewardship activities.



- Help prepare fundraising materials, including email and mail appeals, social media campaigns, and event materials.
- Conduct research on potential community partners, sponsors, and fundraising opportunities.

Other Support (As Needed):

- Contribute ideas for improving outreach and fundraising efforts.
- Take on other projects that support the organization's development and outreach goals.
- Assist with planning, coordinating, and logistics of larger-scale fundraising and community events.
- Assist with promoting events through social media, email, and community outreach.

What we are looking for:

- Someone interested in rooted-in-diversity nonprofit work.
- Creative and willing to bring new ideas to the team.
- Excellent written and verbal communication skills.
- Able to work independently while also collaborating with a small team.
- Organizational and planning skills.
- Reliable and willing to learn.
- Basic computer and design skills, including Canva.
- Nonprofit experience and bilingual language capability is preferred, but not required.

What you can expect:

- 5-10 hours per week with a flexible schedule.
- Mentorship and exposure to nonprofit fundraising and community engagement.
- We can work with your advisor on getting college class credits for your time with us.

An application packet containing an one-page cover letter, résumé, contact information for three references (personal/educational/professional all are acceptable) should be sent to info@cmlcenter.org ([cc anastasiiia@cmlcenter.org](mailto:cc.anastasiiia@cmlcenter.org))