

OPERATIONS-COMMUNICATIONS INTERN
POSITION

Bader Philanthropies, Inc. seeks an Operations Intern who will assist with the Foundation's special events; data entry; facilities management; communications, including, but, not limited to social media, e-newsletters, annual report, presentation materials; bookkeeping, and general office duties. This is a part-time, in-office, paid position (a one-year commitment is requested).

Communications Activities:

- Works with Communications Director to curate the Foundation's social media and communications plan;
- Works with Communications and Design Specialist to create program ads; and graphics for internal and external use;
- Drafts content, posts and surfs on social media outlets (Facebook, Instagram, LinkedIn, etc.) to promote Bader Philanthropies events, grantees and stories;
- Updates website content and photos on WordPress;
- Generates monthly e-newsletter using basic HTML and contact management platform;
- Produces videos, infographics and presentations for Foundation events;
- Designs and schedules public messages on Watchfire to display on a monument LED sign;
- Creates invitations, brochures, flyers and print ads for special events using Constant Contact, Adobe Photoshop and Illustrator or InDesign;
- Monitors print, TV online media coverage on issues relevant to Foundation's program areas and grantees;
- Reports website and social media analytics on a quarterly and annual basis; and
- Monitors and maintains communications collateral inventory.

General Operations Activities:

- Assists with registration and materials for conferences and other community events; gathers logistic information for meetings;
- Assists with event set up and breakdown;
- Participates in reception coverage rotation; greets guests and receives incoming calls; and
- Assists Intern team as needed with special event materials and other projects and duties as assigned.

Qualifications:

- High School degree required, current enrollment in a bachelor's degree communications or related program;
- Excellent written and verbal communications skills, with a particular strength in interpersonal communication;

- Computer graphics skills;
- Ability to work on multiple projects simultaneously;
- Professional demeanor, ability to work with a diverse group of people, both independently and as part of a team; and
- Prior office and communications, marketing and/or graphic design experience are a plus.

Application: Apply to merilou@bader.org by Friday, April 24, 2026.

- Cover Letter: Please detail why you want to intern at Bader Philanthropies, your internship objectives, and your career goals. *Please also indicate your availability (start date, end date, days, and hours you are available).*
- Résumé: Please list your complete educational and professional data and information about extracurricular activities.