Volunteer Development & Fundraising Intern/Volunteer Description

TRUST South LA Volunteer Development & Fundraising Intern/Volunteer
T.R.U.S.T. South LA is a community-based effort to stabilize the neighborhoods south of Downtown LA, where increased property values and rents have pushed out many long-term residents. Our mission is to serve as a steward for community-controlled land; to be a catalyst for values-driven, community-serving development; to build awareness and community leadership in issues of housing, transportation and recreation; and to create programs and initiatives that encourage community building and economic opportunity.

Responsibilities:
- Input Organizational data into the online Salesforce database
- Prospect for funding sources from fundraising databases
- Prepare documentation for grant applications
- Prepare donor acknowledgement letters
- Track and distribute TRUST South LA’s media hits
- Complete timesheet weekly
- Additional responsibilities as assigned

Skills:
- Commitment to improving the South Los Angeles community
- Proficiency in English; Proficiency in Spanish desirable
- Communication skills; both written and verbal
- Basic PC skills
- Easy going, diligent, and organized, with a good sense of humor
- Strong work ethic with willingness to learn
- Highly motivated and encouraging of others
- Flexible

TO APPLY
Interested parties should submit an application and resume to:
jobs@trustsouthla.org
Position will be open until filled.
# T.R.U.S.T. South LA
## Internship/Volunteer Program

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**How did you hear about this opportunity?**

**What is your area of study?**

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T.R.U.S.T. South LA is a membership-based organization dedicated to building the economic and political power of residents of South Los Angeles, as well as to influence and control institutional policies and practices that affect them as residents, people of color, immigrants, parents, and workers. The ultimate goal of T.R.U.S.T. South LA is to build a vibrant, safe and sustainable community in South LA, where long-term, low-income residents have a continued presence and a voice in the development of their neighborhoods.

This semester we are accepting applications for internship positions. We are looking for a commitment of at least 5 hours per week.

**Qualifications:**
- Ability to work independently
- Competent in Microsoft Office Suite
- Ability to work with people across lines of race, ethnicity, class, gender, age and sexual orientation
- Belief in social and economic justice work that empowers communities

**To apply:**
1) Attach your resume
2) Answer the short questionnaire and email completed to jobs@trustsouthla.org

**Questionnaire:**
Are you familiar with the South Los Angeles area? If yes, what is your experience with the place?

Are you bilingual? If so what languages?

What interests you the most about this interning at T.R.U.S.T. South LA? (1 paragraph)
T.R.U.S.T. South LA Employee/Intern/Volunteer Emergency Information

NAME: ____________________________________________

HOME ADDRESS: ____________________________________________

_______________________________________

HOME PHONE: _________________________

CELLULAR PHONE: ___________________________

OTHER ALTERNATE PHONE: __________________________

OTHER E-MAIL ADDRESS: __________________________

IN CASE OF EMERGENCY,
T.R.U.S.T. SOUTH LA SHOULD CONTACT:
NAME: ____________________________________________

RELATIONSHIP: _________________________________________

HOME PHONE: _________________________________________

WORK PHONE: _________________________________________

CELL PHONE: _________________________________________