

**BET TZEDEK LEGAL SERVICES
THE HOUSE OF JUSTICE
SUMMER 2010 VOLUNTEER
DEVELOPMENT & MARKETING INTERN**



BET TZEDEK LEGAL SERVICES – THE HOUSE OF JUSTICE

Main Office: 145 S. Fairfax Ave., Ste. 200, Los Angeles, CA 90036, 323.939.0506
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Wilshire Office: 3435 Wilshire Blvd., Ste. 470, Los Angeles, CA 90010, 213.384.3243
Self-Help Conservatorship Clinic: Downtown Courthouse, 111 N. Hill St., 4th Flr., Los Angeles, CA 90012

www.bettzedek.org

OFFICE HOURS: 9AM – 5PM, MON-FRI

Bet Tzedek—The House of Justice— sets the standard for innovation in public interest law. Our pioneering projects combine direct legal representation with powerful outreach, education, and legislative advocacy. The result is a vital lifeline – equal access to justice for over 12,000 low-income Angelenos annually. With a staff of over 60 and plans to expand, we are one of the top legal services agencies in Los Angeles. The over 600 volunteers who donate over 30,000 hours a year to serving the poor, elderly and disabled at our offices help us deliver meaningful access to justice for those in need.

YOU CAN BECOME A BET TZEDEK VOLUNTEER

DUTIES & RESPONSIBILITIES

Successful interns will gain focused experience in the fields of fund development and marketing. With mentorship from the development department leaders, interns will attain skills in diverse initiatives such as donor cultivation, focused appeals, special events, funding research and analysis, and the development of agency marketing and communications packages.

The intern will work with the Development team including the Vice President of Development, the Director of Foundation Relations & Communications, and the Special Events Coordinator.

Responsibilities include: assist in writing e-newsletter, direct mail pieces, and special project research, including Prospect Research. The Development intern may also participate in phone solicitations, donor recognition, and in-person fundraising with young donors. The intern will also work with the Special Events Coordinator on fundraising events.

COMMITMENT

Minimum twenty (20) hours per week for ten (10) weeks during the summer. Deadline to apply for summer is March 12, 2010.

QUALIFICATIONS

Strong English writing skills; demonstrated organizational skills; ability to communicate orally with a diverse staff and the public.

APPLICATION PROCESS

Send resume and cover letter (ATTN: Pro Bono & Volunteer Coordinator) to volunteer@bettzedek.org.