



Internship Description

The Starboard Group is a premier political and non-profit consulting firm with offices in Colorado and Washington D.C.

Internship Description:

Students interning at Starboard Group are given the opportunity to learn about the world of professional fundraising. Starboard Group aids in planning events throughout the year for political and non-profit and organizations. Interns attend one or more events that they aided in preparing for.

Students will gain experience preparing event budgets and timelines, aid in drafting invitations and business letters and learn check processing. Students will learn how mass mailings work and the results of such mailings. They will assist in drafting solicitation and event email blasts using tools such as Constant Contact and will also aid in assembling and sending out solicitations. Applicants must be able to interact with staff in a fast paced environment while remaining flexible, proactive, resourceful and efficient. Individuals with a high level of professionalism and confidentiality will be selected.

Our ideal intern is over the age of 18 and has completed a minimum of one semester (or quarter) at a college or university. Interns selected must commit to a minimum of 10 hours per week in the office. Upon acceptance into the program the intern sets expectations with their supervisor regarding his or her time commitment and goals for the program. All interns have direct supervision from a staff member and work on a specific client project. A review is completed mid-way through and at the end the program. This internship is applicable to many disciplines and majors.

MUST HAVE:

- High school diploma
- A proficiency in Microsoft Word & Excel
- Reliable transportation
- Effective communication skills
- Ability to maintain confidential information
- Time management skills
- Knowledge of basic accounting

If you are interested in our internship program, please email your resume to Kerriane at Kerriane@thestarboardgroup.com. **No calls please.**

For more information about Starboard Group, please visit our website at: www.thestarboardgroup.com.