



Read Better Be Better

Job Description

Intern

Organization

Read Better Be Better (RBBB) is a non-profit organization, founded in 2014 to help children in Arizona improve reading skills and become better learners. RBBB organizational values are simple. They define the organization, the programs and the expectations.

Be Excellent. Be Kind.

Position

Reporting directly to the Founder & CEO, the RBBB intern will join the organization at a critical growth stage. The successful candidate will have exposure to, and gain experience in, all facets of a fast-growing literacy non-profit with a proven track record of success.

The individual must be smart, but willing and able to learn on the job as the position develops. All necessary training will be provided. A strong organizational structure and leadership is in place to support the individual.

The intern will be able to work on-site with the Founder, or can choose to work remotely, meeting regularly with the Founder for support and guidance. Hours and responsibilities are flexible to suit the right candidate.

Responsibilities

- **Nonprofit management**
 - Assist Internal administration
 - Support program administration of 6 operational sites
- **Fundraising**
 - Conduct fundraising research to secure funds to support the organization's operations in the community
 - Maintain and develop existing fundraising database
 - Make initial contact with potential funders to ascertain suitability
- **Marketing**
 - Create and execute small marketing campaigns, such as the Christmas card campaign and the company newsletter
- **Social Media**
 - Create and manage additional social media sites for the organization, such as Pinterest and Instagram



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- **Social Enterprise**
 - Develop a business plan for a fledgling social enterprise that will generate sustainable revenue for the organization.
- **Program Development**
 - Create additional RBBB curriculum

An RBBB Intern must be:

- Energetic
- Positive
- Professional
- Patient
- Independent
- Passionate about Read Better Be Better; the organization, the mission, the values

Must demonstrate exceptional:

- Judgment
- Empathy
- Drive
- Intellect

The successful candidate will:

- Demonstrate absolute commitment to the Read Better Be Better vision and mission
- Conduct themselves in accordance with organizational values. Be Excellent. Be Kind
- Maintain a positive attitude
- Seek opportunities to develop and grow the Read Better Be Better vision and mission within the community