

Communications and Development Internship

Reports to: Director of Development

Site Description:

The Backside Learning Center (BLC) is an independent, non-profit organization, building community and enriching the lives of equine workers and their families at Churchill Downs racetrack. We strive to be the model organization, empowering equine workers and their families to thrive by providing the educational opportunities and resources they need to empower themselves and their children.

More than 1000 people, many from Latin America, live and work on the backside of Churchill Downs to care for the over 1200 horses stabled there during race meets. These workers are the backbone of Kentucky's \$3.9 billion Thoroughbred industry and members of the Louisville community. The BLC is home away from home for backside workers and their families. Our programs and services are volunteer-driven and help workers navigate and access the resources they need to thrive in Louisville. We help them learn English, become citizens, maintain their health and well-being, and enjoy their lives in Louisville. The large demand for our programs demonstrates how highly they are valued by the 600 workers we serve annually.

The BLC offers services and programming free of charge thanks to a dedicated team of volunteers and generous donors.

Start/End Dates:

Spring (January-April), Summer (May-August), Fall (September-December)

Hours:

To be determined by the Director of Development. Flexible depending on individual's internship requirements.

BLC Office Hours: 9:00 a.m. to 8:00 p.m. (April-November); 9:00 a.m. to 5:00 p.m. (December-March)

Job Description:

- Assist the Director of Development and Communications and Outreach Coordinator in planning fundraising events
- Solicit auction items for annual fundraiser
- Research corporate grants
- Develop communication materials
- Assist with the development and distribution of monthly newsletter

Job Requirements:

- Preferred: Bilingual
- Applicant should be entering their 3rd year of undergraduate studies or above
- Preferred majors: Communications, Marketing, Graphic Design

Qualifications and Skills:

- Strong public speaking/communication skills
- Strong writing and editing skills
- Independently motivated
- Strong organizational skills
- Ability to think creatively and put ideas into action

To Apply:

- Please submit a cover letter, resume, and writing/graphic design sample to BLC Director, Sherry Stanley sstanley@backsidelearningcenter.org

Deadline for Application:

- Spring Semester (January-April): **January 1st**
- Summer Semester (May-August): **May 1st**
- Fall Semester (September-December): **September 1st**

If you have any questions or would like to schedule an informational interview prior to submitting an application, please call the Backside Learning Center at (502) 634-6543 or email sstanley@backsidelearningcenter.org

Thank you for your interest!