



Position: Finance Intern

Employment Type: Part time/Flexible

Location: Remote

Reports to: Finance Director/Finance Team

Start Date: Fall 2022

Responsibilities include (But Are Not Limited To):

- Work closely with the Finance Director and/or Finance Team
- Prepare research on prospective donors and fundraising activity
- Conducting donor follow-up
- Performs other duties, projects and responsibilities, as assigned

The Ideal Candidate:

- Student located in Virginia
- Interest in learning about campaigns, finance and politics
- Proficiency in Google Docs, Sheets, Calendar
- Strong writing and communication skills
- Excited by learning, training and collaborating with the caucus campaign team
- Maintain a high degree of detail, integrity, discretion and confidentiality
- A commitment to building an inclusive and equitable team culture

Salary/Benefits:

- Internship will be compensated hourly at the rate of \$15 per hour
- Flexibility with hours
- There is flexibility around the start and end dates, as well as the hourly breakdown per week

To apply, please email your resume, include two professional references and one writing sample to info@vasenatedems.com. In the subject line, include [FINANCE INTERN].

Resumes will be reviewed as they are received and selected candidates will be contacted for an interview on a rolling basis. **This Campaign is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, genetic information, protected veterans, marital or familial status, sexual orientation, gender identity or expression, disability status, criminal record information (except where permitted under applicable law), or any other category prohibited by local, state or federal law.*