



Development and Communications Volunteer/Intern - Remote

ORGANIZATION BACKGROUND:

Healing Justice works to prevent and alleviate the harms caused to all by wrongful convictions through advocacy, education, and direct support.

Healing Justice envisions a world where all individuals, families, and communities harmed by wrongful convictions have holistic pathways to healing, and survivors of violent crime are not re-harmed by the criminal legal system. By fostering community partnerships, centering and mobilizing marginalized voices, and implementing restorative justice practices, we aim to break the cycles of harm perpetuated by historical inequities. Our work is driven by the experiences and needs of those harmed by a wrongful conviction.

POSITION SUMMARY:

Healing Justice is seeking a highly motivated, detail-oriented **Development and Communications Intern** to support our fundraising, donor engagement, and communications strategies. The intern will report to the Managing Director of Innovation & Growth.

This is a volunteer position. School credit is available. We ask that you be available to work at least 10 hours per week.

Applications are reviewed on a rolling basis.

PRIMARY DUTIES MAY INCLUDE:

- Assist with donor research, data entry, and donor database maintenance.
- Research potential funders and partners, including foundations and corporate sponsors.
- Draft donor communications, including thank-you letters, newsletters, e-mail updates, and programmatic materials.
- Assist with drafting grant applications and budgets.
- Support the creation of content for e-mail and social media campaigns, and our website.
- Help prepare materials and logistics for fundraising events, webinars, and community outreach initiatives.
- Assist in the development of graphics, flyers, and other marketing collateral in alignment with our brand guidelines.
- Support ethical storytelling by helping ensure that content and communications reflect the voices, dignity, and experiences of impacted individuals with care, consent, and accuracy.
- Monitor metrics and generate basic reports to evaluate campaign and outreach success.
- Attend check-ins and provide regular updates on project progress.
- Provide additional related support as needed.

Qualifications

- Passion for Healing Justice's mission and a strong interest in social justice, nonprofit development, or communications.
- Relevant experience or working toward a related degree.
- Some familiarity or experience with communications, public relations or fundraising.
- Strong research capabilities.
- Excellent written and verbal communication skills, including the ability to write clearly and persuasively.
- Strong organizational skills, attention to detail, ability to manage multiple tasks and deadlines and work remotely.
- Proficiency in Google Workspace preferred.
- Experience with or willingness to learn donor databases, CRMs, or email marketing tools (Healing Justice currently uses Bloomerang and Qgiv).
- Self-motivated, dependable, and able to work independently in a remote environment.
- Able to commit at least 10 hours per week.
- Previous experience in a nonprofit, campus organizing, or community-based setting is a plus but not required.

LOCATION: Remote

HOW TO APPLY: Please submit your resume and a letter of interest to:
connect@healingjusticeproject.org.

WORKFORCE DIVERSITY AND EQUAL OPPORTUNITY:

Healing Justice is dedicated to fostering, cultivating, and preserving a culture of diversity, equity, inclusion, and belonging. We recognize that the collective sum of our employees' differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent enriches the organization's culture, impact, and achievement.

As an Equal Opportunity Employer, it is our policy not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, national origin, age, disability, familial status, marital status, predisposing genetic characteristics, actual or perceived domestic violence victim status, unemployment status, caregiver status or any other category protected by law.