



Community Foundation for Northern Virginia
Summer Internship: Events, Marketing & Communications

Location: : Hybrid / Remote with required in-person meetings throughout Northern Virginia

Duration: June 22 – August 17

Hours: Part-time (15-20 hours/week) Evening or Weekend availability may be required

Salary: Paid Internship \$2,500 - \$3,000

About the Community Foundation

The Community Foundation for Northern Virginia is building a region that works for everyone by advancing philanthropy and community leadership. Since 1978, we have united thousands of generous Northern Virginians with the causes they care about through donor-advised funds, permanent funds, giving circles, and charitable endowments. We cultivate enduring partnerships with nonprofits, foundations, government, businesses, and community members, maximizing impact to drive meaningful change.

The Community Foundation proudly serves all Northern Virginians in Arlington, Fairfax, Loudoun and Prince William Counties and the Cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park. CFNOVA is an Equal Opportunity Employer and values diversity and inclusion. All qualified applicants will receive consideration for employment without regard to protected characteristics under applicable law.

Position Overview

The Community Foundation is seeking a motivated and creative Summer Intern to support our Events, Marketing, and Communications efforts. The internship will run from June 2026 - August 2026. This internship offers hands-on experience in nonprofit operations, community engagement, and strategic storytelling while contributing to initiatives that strengthen and uplift our region. The ideal candidate is organized, detail-oriented, and enthusiastic about making a positive impact.

This is a paid internship that will be supervised by the Director of Communications and Events.



Key Responsibilities

Events Support

- Support event logistics for the annual Raise the Region Gala, including auction outreach and tracking, sponsorship tracking, and sponsorship fulfillment.

Marketing & Communications

- Assist in developing content for newsletters, social media, website updates, and promotional materials
- Draft and edit communications, including emails and press announcements
- Capture photos and/or short-form video content at events and community activities
- Help maintain a consistent and engaging organizational voice across platforms

Administrative & Creative Support

- Conduct research on community trends, peer organizations, and outreach strategies
- Assist with database updates and communication tracking
- Support storytelling by gathering impact stories, quotes, and testimonials
- Contribute ideas to enhance engagement and visibility

Qualifications

- Strong written and verbal communication skills
- Detail-oriented with strong organizational and time management abilities
- Comfortable with Microsoft Office, Adobe, and social media platforms (Canva or similar tools a plus)
- Ability to work both independently and collaboratively
- Passion for community impact and philanthropy

What You'll Gain

- Hands-on experience in nonprofit fundraising and community engagement
 - Exposure to event planning
 - Portfolio-building work in marketing and communications
 - Networking opportunities with nonprofit professionals and community leaders
 - A deeper understanding of philanthropy and community foundations
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How to Apply

Please submit a resume and a brief statement of interest outlining why you are interested in this internship and what you hope to gain from the experience to Amanda Bomfim, Director of Communications and Events at jobs@cfnova.org.