

**Federal Work Study
Job Description Form**

Job Title: Eastern States Exposition Development Assistant

Desired No. of Hires: 2

Department or Organization: Eastern States Exposition Foundation

Address (Off campus only): 1305 Memorial Avenue West Springfield, MA 01089

Supervisor: Linda McLaughlin

Office: remote

Phone: 413 205-5054

Email: lmclaughlin@supportese.org

Designee:

Office:

Phone:

Email:

General Job Description:

Remote student job assisting with Director of Development at Eastern States Exposition Foundation. Responsibilities include supporting Director of Development creating newsletter(s), assisting in prospect research & design of outreach content. CANVA, EXCEL a plus as is some AI familiarity.

Detailed List of Duties:

Project assignment on semester basis with remote work assignments including prospect research, EXCEL applications & CANVA to create outreach content including newsletters. Job is remote with full access to Director of Development & weekly check-ins.

Opportunities for Advancement: business development, communication & client relationship management skills.

Responsibility Involved: Donor contact information is confidential. Position involves working with Eastern States Exposition team outside Development as directed where Foundation fundraising efforts support ESE founding mission to support & advance agriculture, education & youth development.

Skills and/or previous experience desired: social media, CANVA, EXCEL, AI

Amount of supervision required:

☐ Regular

☒ Occasional

☐ Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): weekdays as student has availability to work remotely & complete projects in assigned time.

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Linda McLaughlin

Director of Development

Print Name of Supervisor

Title

Date July 6, 2026

Please return completed form to drosado@hcc.edu