



Marketing Intern Volunteer Position Description

Supervisor: Heather Goebeler, Executive Director

Length of Commitment: Flexible

Time Involvement: 5 hours or more a week

Position Summary:

Under the supervision of the director, the intern will develop an annual report by compiling a list of data and achievements for the year.

The intern will re-evaluate our existing member satisfaction survey. The intern will administer the survey to the center members, tally the results, and compile the data into a Power Point Presentation.

The intern will develop solicitation letters to local businesses for our Street Fair Silent Auction. The letters will be mailed, donations will be collected and reported, and thank you notes will be sent.

The intern will also be responsible for updating the Senior Center Facebook Page and will train all staff members on how to maintain the page prior to the end of the internship.

Pay: This is a non-paid position.

Qualifications:

All applicants must have strong writing and computer skills. Applicants must be able to meet deadlines. The desire to work with the elderly is a plus.

Application Process:

Interested individuals should submit a resume and cover letter to Heather Goebeler.

