Position Title: Marketing and Events Intern

Position Requirements:
• Strong interpersonal skills, including a desire and ability to work with volunteers in a non-profit environment.
• Ability to interact professionally with all levels of individuals from board members to volunteers and families displaced from their homes.
• Possess excellent written and verbal communication skills, strong attention to details and ability to meet deadlines.
• Proficiency in Microsoft Office and use of the Internet; familiarity with social networking sites, such as Facebook
• Familiarity with basic database concepts and usage.
• Ability to learn and adapt to new computer programs as needed.
• Able to work independently, with flexibility and minimal supervision.
• Flexibility to work some nights and weekends as required for special events.

The intern must meet the following Fort Bend Family Promise criteria:
• 20 hours per week, with flexibility in scheduling
• Be available to work beginning June through August 2015
• Sign a media release to allow photos to be posted on the Fort Bend Family Promise website, Facebook page, and any other media outlets which FBFP may want to use for marketing purposes
• Have a cell phone which can be used for business purposes, have
reliable transportation. Prefer candidate to have a computer and internet connectivity from home
• Cannot be an immediate family member of any Fort Bend Family Promise employee or board member

Duties and Responsibilities:
• Assist staff and board members with fundraising efforts and events
• Assist with planning and implementation of event details for groundbreakings, concerts and other events, etc.
• Audit website, write articles and assist with social media
• Take photos at special events.
• Provide administrative support to Executive Director
• Prepare and distribute correspondence for event solicitations, thank you communications, direct mail, etc.
• Maintain paper-based files for events, marketing materials, etc.
• Update and track data in Constant Contact
• Ensure that appropriate and timely recognition is given to event donors and volunteers

TO APPLY:
Applicant should send cover letter and resume to Robbin Mallett at agent_double_o_three@yahoo.com. We are accepting qualified candidate's information now.