



Thank you for your interest in the VolunteerLEON-Leon County Volunteer Center Internship Program!

Please return a copy of the below position description, a completed Leon County Internship Application, and a copy of your resume to the VolunteerLEON Internship Coordinator. The documents can be sent by mail, fax – (850) 606-1971, or email – bidlingmaiera@leoncountyfl.gov. If you have any questions, please do not hesitate to call the VolunteerLEON office at 606-1970. We look forward to working with you soon and creating lasting internship relationship with you!

POSITION TITLE
Special Events/Marketing Intern

DEPARTMENT	DEPARTMENT CONTACT
VolunteerLEON	Michael Edwards

DEPARTMENT ADDRESS	TELEPHONE AND FAX NUMBERS
918 Railroad Avenue	Phone 606-1970 Fax 606-1971

DEPARTMENT CONTACT E-MAIL
edwardsm@leoncountyfl.gov

MAJOR OBJECTIVES
To assist the Special Events Coordinator in effectively marketing the Leon County Volunteer Center within Leon County and to assist in the planning and execution of the many and varied special events presented by VolunteerLEON each year. To assist in the sustainability and enhancement of VolunteerLEON, as well as foster the development of community partnerships.

MAJOR RESPONSIBILITIES
Duties include, but are not limited to; creating and maintaining publicity for the Leon County Volunteer Center; assisting in the creation of press releases and following-up with the press and special events coordinator; Assisting in the creation and maintenance of website content; Assisting with the coordination of special events like the annual 'Street of Service' event in April; Providing public presentations to individuals, groups, community conferences, and other venues.

QUALIFICATIONS.
Strong Verbal and Written Communication Skills, Ability to work independently and complete assigned tasks within identified timeframes, Basic Desktop Publishing and Website Management skills (e.g.: Microsoft Publisher, FrontPage/ Photoshop, etc.), Positive attitude, flexibility and problem solving mentality, Willingness to provide public presentations in a variety of settings, Desire to work in a social service setting with a wide range of individuals with diverse needs ** Marketing or Communication related majors preferred

TIME AND PLACE

Leon County Volunteer Center--VolunteerLEON -918 Railroad Avenue, Tallahassee, FL 32310
Hours Monday – Monday-Friday, between 9:00 a.m. and 5 p.m. - Variable

COMMITMENT

10 – 15 hours per week, minimum of 6 months.

BENEFITS TO THE INTERN

Experience assisting in the administration of a progressive volunteer program, highlighting special events and disasterpreparedness.

PLACEMENT OPPORTUNITIES

How many interns can you accommodate in a particular semester?
_____2_____ Fall _____2_____ Spring _____2_____ Summer

AVAILABILITY

Check the available semesters for this internship position
_____ Fall Only _____ Spring Only _____ Summer Only _____X_____ Any Semester