



187 Office Plaza Drive
Tallahassee, FL 32301
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www.tallyredcross.org

Thank you for your interest in American Red Cross Internship Program!

POSITION TITLE
Marketing and Development Intern

DEPARTMENT	DEPARTMENT CONTACT
Community Involvement	Jessica Geib

DEPARTMENT ADDRESS	TELEPHONE AND FAX NUMBERS
187 Office Plaza, Tallahassee FL 32301	Telephone: 850/878-6080 Fax: 850/878-6602

DEPARTMENT CONTACT E-MAIL
Jessica.Geib@tallyredcross.org

MAJOR OBJECTIVES
The purpose of the Community Involvement department of the Capital Area Chapter is to promote the Chapter through marketing of special events, fundraisers, and financial development. As an intern, your role is to assist in planning and implementing of fundraising/special events, financial development, and to assist any other activities within the department.

MAJOR RESPONSIBILITIES
<ul style="list-style-type: none">- Assist in planning and implementing fundraising/special events- Use resources to solicit sponsors, door prizes , or other items needed- Assist in creating and distributing marketing materials (posters, brochures, flyers, etc)- Participate in Special Event- Aid in increasing overall community visibility and exposure for events- Coordinate site logistics and signage- Provide support for volunteer coordination and recruitment- Attend committee meetings- Assist with financial development

QUALIFICATIONS
<ul style="list-style-type: none">- Open to any major with an interest in Marketing and Fundraising- Reliability, detailed oriented, has a courteous and professional demeanor, computer skills, good people and communication skills, able to take direction and complete tasks

without supervision.

- Has reliable transportation
- Any previous experience with marketing and fundraising is preferred.

TIME AND PLACE

Office Hours are Monday- Friday from 8:30am to 4:30pm. Hours may vary depending on the projects for the quarter and some weekend and evening hours may be expected. General work hours will occur at the Capital Area Chapter.

COMMITMENT

The minimum time commitment we expect for an intern to commit to are at least 3 months with at least 10 hours a week for an academic semester.

AVAILABILITY

Availability for this internship are Fall, Spring, and Summer

BENEFITS TO THE INTERN

Benefits of interning with us: You'll receive on the job training, learn new skills, networking and meeting new people, and a great referral for your resume.

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