

# Example Only

Organization Name: Leadership Lorain County

Contact Person: Director of Community Outreach, 440.366.4704

Job Title: Programs and Services Assistant Intern

Number of Paid Hours a week: 40 hours

Supervisor: Director of Community Outreach

## Position Overview:

The intern is responsible for assisting the Director of Community Outreach with various programming for youth, college interns, women and girls. Tasks associated with this internship include (but are not limited to):

- Marketing
- Public Relations
- Grant research and writing
- Data Collection
- Data Analysis
- Curriculum Development and Curriculum Delivery

The Student Practicum is an unpaid position, but it's a great resume and skill builder. We are more than willing to work with you and your school regarding possible school credit awards. The College Summer Internship 2010 is a paid internship (only if you are a Lorain County resident) and an unpaid internship during the months of June, July and August. Applications for the summer program are already being accepted.

## Essential Job Functions:

- Ability to manage daily activities with minimal direction
- Professional attire when out in the community
- Creative and "out of the box" thinking and planning
- Strong understanding of social media and networking
- Ability to accomplish tasks independently and also willingness and ability to work as a team
- Interest and ability to teach high school students and relate to intern peers
- Proficient in Microsoft Office and HTML and Desktop Publisher

- Ability to remain flexible, handling changing priorities and tight deadlines