

# **INTERNSHIP JOB DESCRIPTION**

## **A Family For Every Child/ Heart Gallery**

### **Sponsorship Program Marketing Intern**

#### **Intern/Volunteer Job Description:**

Be responsible for marketing, advertising, and representing A Family For Every Child's Sponsorship Program in hopes of recruiting new sponsors and one-time donors.

#### **JOB SUMMARY**

Work with the Sponsorship Program Coordinators to create an effective marketing plan for the Sponsorship Program. This includes sponsorship themed e-mails to go along with the specified month, research other sponsorship programs, analyze data and what works and what doesn't work, local and national advertisements, media exposure, etc.

#### **INTERN RESPONSIBILITIES:**

Under the supervision of Katie Nelson and Christina Parra, the intern will:

- Learn how to use and run reports in our internal database.
- Learn how to create e-mail templates via constant contact program
- Research other sponsorship programs
- Create a plan to promote sponsorship program
- Build relationships with professionals within the community
- Write sponsorship program based descriptions
- Learn more about the foster care system and adoption process
- Advocate for the sponsorship program, A Family For Every Child, and foster children nationwide.

#### **EDUCATION NEEDED:**

Students and post grads encouraged to apply, but anyone is welcome. Must have basic computer knowledge and be a quick learner.

#### **SKILLS/QUALIFICATION REQUIRED:**

- Excellent oral and written communication skills, with ability to communicate with diverse populations
- Computer skills/Data entry
- Well organized with attention to detail and ability to carry out tasks independently

- Ability to meet deadlines

**PERSONALITY BEST SUITED FOR THIS POSITION:**

We seek a person who is out going, driven, dedicated, and wants to make a difference in their community.

**EXPERIENCE OR SPECIAL SKILLS DESIRED:**

A Family For Every Child Sponsorship Program needs a team player, someone who has a strong attention to detail, and who follows through with their assignments.

**SCHEDULE:**

3-6-9 month commitment, depending on size of event and how many we do 9 hours a week Until Event is over and all donors are thanked, all data is recorded

**CONTACT:**

Volunteer Coordinator

[info@familyforeverychild.org](mailto:info@familyforeverychild.org)

541-343-2856