
Cary Center

for the Advancement of Philanthropy and Nonprofit Studies

Outreach Program Intern **(Camp iCare®, REAL Cents REAL Change® & Volunteers in Philanthropy)** (4 positions)

The Cary Center seeks a dynamic, self-starter to work under the direction of the Drummond Thorne Stukes Director of Camp iCare®, REAL Cents REAL Change®, & Volunteers in Philanthropy.

Responsibilities:

- ◆ Attend and assist with the coordination including set up and break down of any/all of the outreach programs.
- ◆ Assist with curriculum and materials development.
- ◆ Assist with production and distribution of program specific mailings and online correspondence.
- ◆ Assist with the development of program promotional materials and general marketing materials.
- ◆ Assist with the writing and editing of correspondence, marketing materials, social media, feature stories, and press releases.
- ◆ Assist with general office administration duties as needed: copying, scanning, filing and data entry.
- ◆ Serve as photographer and/or videographer for programs as needed.

Qualifications:

- ◆ Must be computer literate (working knowledge of Word, PowerPoint, Publisher, and Excel).
- ◆ Must bring personal laptop with Wi-Fi capabilities to office setting in order to complete required daily work assignments.
- ◆ Excellent written and oral communication skills.
- ◆ Ability to communicate in a professional manner with a variety of constituents.

- ◆ Self-motivated, good organizational skills, professional appearance, detail-oriented, ability to prioritize, multi-task, and meet deadlines.
- ◆ Strong creativity, flexibility and adaptability.
- ◆ Enthusiasm for the mission of the Cary Center and its programs.
- ◆ Must have reliable transportation to and from the Cary Center on North College Street in Auburn.
- ◆ Must be able to lift 10-15 lbs box and transport up stairs.
- ◆ Business attire required.

Internship Requirements:

- ◆ Internships must be planned and established within the deadline(s) stated on the application.
- ◆ All internships require a full semester commitment – beginning on the first day of class and ending on the last day of class.
- ◆ Interns are expected to attend Cary Center events, programs, and to provide assistance for these events.
- ◆ An internship requires a written agreement between you and your onsite supervisor at the Center. The agreement will include a detailed description of your responsibilities and a performance evaluation form.

Hours: 15 - 20 hours/week

Compensation: This is an **unpaid** internship.

To Apply: Please send a cover letter, resume, references, and completed application to carycenter@auburn.edu.