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# Cary Center

for the Advancement of Philanthropy and Nonprofit Studies

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## **Women's Philanthropy Board Educational Programs and/or Special Events Intern** (3 positions)

The Cary Center seeks a dynamic, self-starter to work under the direction of the Women's Philanthropy Board Program Director in advancing the efforts of the Women's Philanthropy Board.

### **Responsibilities:**

- ◆ Assist with the coordination of WPB educational programs, special events and meetings. (May include working in multiple settings and day and evening hours.)
- ◆ Assist with production and distribution of educational program, special event and meeting mailings.
- ◆ Assist with the development of educational program, special event 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 special events and meetings 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, strong 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.
- ◆ Applicants must be highly organized, detail oriented, reliable and well groomed.
- ◆ Interns are expected to attend all Cary Center events and 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](mailto:carycenter@auburn.edu).