



INTERNSHIP POSITIONS

Internships are available for high school and college aged students. Internships require access to a phone and a personal computer. Interns must be able to commit to 5 hours per week and attend regular meetings. To apply as an intern, **submit a letter of interest to info@culture4mykids.org (VCU students can apply via handshake).**

Administrative Intern (Unpaid)

Job Duties & Responsibilities

- **Clerical Support**
 - Handle C4MK phone Calls
 - Take meeting notes at board meetings
 - Update online store
- **Data Management**
 - Keeping participant records
 - Logging in volunteer hours/ making sure volunteer sheets are available for every event
 - Keeping a record of fundraising income and expenses
 - Follow up with Donors
- **Calendar Management**
 - Update ED business calendar
 - Update website calendar
 - Send out meeting reminders
- **Email Management**
 - Forwarding monthly newsletter and updating interest lists
 - Report findings to the team
 - Set up board meetings
 - Send out email reminders

Advertising Intern (Unpaid)

Job Duties & Responsibilities

- **Marketing Strategy:**
 - Develop campaign for upcoming fall season
 - Create advertising campaign schedule for the new season
 - Create media plan presentations
 - Execute media plans for upcoming deadlines
 - Use advertising to build client relationships
 - Research promo leads
 - Assist in create media marketing plans



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Fundraising Intern (Paid Commission)

Job Duties & Responsibilities

- **Community Engagement**
 - Creating new ways to connect with the community
 - Generating emails for community members
- **Creative Innovation**
 - Creating ideas/activities that will make us stand out at large community events
 - Suggesting ideas for creative booths
- **Event Coordination**
 - Creating/ Ordering printed material that is needed for events
 - Finalizing fundraising event details to host and participants

HR Intern (Unpaid)

Job Duties & Responsibilities

- **Talent Management**
 - Update job openings
 - Set interview appointments
 - Send out Hiring letters
 - Issue financial/ tax statements
 - Initiate background checks
 - Lead /Set up Training Sessions
- **Clerical Support**
 - Collect/ file all relevant paperwork
 - Make/Send Reference calls/Emails
 - Keep up with workshop request papers
- **Program Development**
 - Developing C4MK Internship Program
 - Setting up high school programs
 - Develop HR policy book



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Journalism Intern (Unpaid)

Job Duties & Responsibilities

- **Data Collection:**
 - Gather Bios and background information on power team members
- **Promo Package Management:**
 - Creating promo packages for one or more members of the team
 - Create videos and other multimedia communications to supplement news stories
 - Create Press Release Packages
 - Conduct Interviews with Power Team
 - Produce Video Reports
 - Produce Promo Packages for new season
- **Copywriting:**
 - Fact check, proofread, format, and edit as necessary
 - Collect/ file all relevant paperwork
- **Research**
 - Research promo leads

PR Intern (Unpaid)

Job Duties & Responsibilities

- **Campaign Management**
 - Devise creative public relations strategies that fit company
 - Develop effective PR Plans using appropriate strategies and tactics
 - Construct press releases
 - Analyze PR campaigns or efforts and prepare reports
- **Community Engagement**
 - Organize and coordinate different PR activities to ensure maximum benefits
 - Use a variety of channels to maximize company exposure
 - Arrange for interviews or public speaking events
 - Assess opportunities for sponsorships and other partnerships ; manage relationships



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Social Media Team (Unpaid)

Job Duties & Responsibilities

- **Social Media Management:**
 - Creating new profiles and pages
 - Finding users to follow/friend/like our business
 - Replying to comments, messages, etc.
- **Content Creation:**
 - Writing and posting blog posts/tweets/updates, etc.
 - Uploading videos, photo albums, etc.
- **Marketing Analysis:**
 - Tracking the growth and the impact of social media on our business
 - Report findings to the team