INTERN POSITION DESCRIPTION

POSITION TITLE: Communications and Events Intern

Internship Term:
Minimum of five to ten hours per week with a maximum of 20 hours for 15 weeks between August 27 and December 12, 2011. There is a high likelihood of funding through second semester provided the candidate has been successful at meeting the requirements of the position during first semester.

LCMC Supervisor's Name and Title:
Ron Eastwood, Executive Director

Project Title and Work Description:
The Communications and Events Intern will assist the Communications Manager with the planning and execution of the Spring Literacy Summit. This will include updating literacy service provider information, literacy summit documents and participating in Communications committee (schedule permitting), and other duties as identified by the Communications Manager.

Responsibilities include:
1) Planning and convening various community members/organizations in support of literacy summit for 2013 and any other events that precedes it.
2) Participate in the Programs & Communications committee, schedule permitting.
3) Using various social media tools: youtube.com, blog, website, twitter, facebook, linkedIn and flicker.
4) Assistance with other awareness campaign efforts as identified by manager.

Organization Description:
The Literacy Campaign for Monterey County is a recently formed nonprofit with the singular goal of improving literacy levels across the county. The LCMC Executive Director is chartered with building a community-wide coalition to move the literacy rates up across the county, with a focus through 2015 of improving the percent of children who read on grade level by third grade. Please visit www.literacycampaignmc.org for further information.

Work Location and Schedule:
Workspace is being secured on the Monterey Peninsula that is accessible by public transportation. The Nonprofit’s main office is in Salinas at 376 Main Street, Salinas, Ca 93901 and an occasional trip to Salinas may be necessary. Transportation arrangements can be worked out via carpooling with another staff member. The work schedule will be established in coordination with the work-study student. Occasional off-site activities may be required.

Other Resources:
This student will have access to a computer, and as needed, telephone, to complete the tasks associated with this position.

Qualifications for this Position:
- Motivated and able to work independently
- Able to plan workload, maximize resources, and meet deadlines
- Coursework and/or experience in marketing/social services/education (desired).
- Basic proficiency with Microsoft Office Suite software including Word and Excel.
- Proven team player who assists others and asks for help when needed
- Good verbal and written communication skills

Champions the power of literacy to transform lives.
o Able to work effectively with people from varying backgrounds
o Intern must sign a Confidentiality Agreement prior to accessing LCMC files
o Able to perform the essential tasks and functions related to the expected outcomes, work products, and knowledge described for this position in the available time

Compensation:
This is a Work-Study Position. Wage range is between $12-14/hour, depending on relevant experience and skills.

Contact Information:
If interested, please contact Crystal Macias either by email cmacias@literacycampaignmc.org or by phone (831) 595-2665.

Approved:

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Executive Director LCMC                                      Date