INTERN POSITION - JOB DESCRIPTION
Social Media/Program Assistant

Employment Term: Begin September 2013 (1-2 academic years), 10-15 hours per week

CCMP Supervisor:
Kathi Speller, Executive Director
kathi@communityofcaringmp.org
831-655-4755

About CCMP:
Community of Caring Monterey Peninsula works as a catalyst within communities to educate all participants by teaching values through action. We work to close the gap between the classroom and the community by providing programs and projects that incorporate missing enrichment elements to grades K-12 that foster a balance of scholastic, service-minded, and social skill sets which can be carried from adolescence toward success in adulthood.

Social Media and Communications Projects:
The Social Media and Communications Assistant will be responsible for maintaining and increasing CCMP’s community visibility by means of online and offline marketing communications efforts. The intern will also be heavily invested in planning for the PURSUIT Youth Expo set for March 2014. PURSUIT is an annual event held at CSUMB for high school students from Monterey County to network and learn about the value of public service in relation to early career building skills.

Job Duties:
- Manage and contribute to CCMP’s social media campaigns
- Coordinate logistics and communications
- Draft press releases and web posts
- Data management
- Support fundraising events
- Provide assistance to executive director as needed

Position Qualifications:
- Student must be eligible for federal work-study
- Coursework and/or experience in the nonprofit, development, or social change field
- Familiarity with social media and online media tools
- Good writing and editing skills
- Motivated and able to work independently
- Possess good time management, organization, and multi-tasking skills

Compensation:
Wage is $12 -14 per hour, depending on relevant experience and skills.

*Interested students should send an updated copy of their resume and cover letter to:
info@communityofcaringmp.org

**Any questions regarding the position can be directed to Kathi Speller at 831.655.4755