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, 2013. 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 2013 Literacy Summit: Reading Our way to Prosperity, which will convene a first-of-its-kind summit on the lasting economic impact of early reading literacy awareness. Additionally, updating and supporting the online Literacy Service Providers Network and other duties as identified by the Communications Manager.

Examples of Responsibilities:
1) Assist in the communications and event planning of the 2013 Literacy Summit: Reading Our way to Prosperity, which will take place on October 25th.
2) Assist in the social media management of the Literacy Summit and related programming.
3) Update the geo-coded Literacy Service Providers Network database on the Campaign’s website.
4) Organize news mentions, press releases and blog’s on Campaign’s website.
5) Assist in the logistical, data collection and analysis of; evaluations, surveys and questionnaires as needed.
6) 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. In a 2006 benchmark study of the county, completed by the Community Foundation, one in four adults do not possess basic literacy skills, and in some communities the levels of illiteracy hit 60-80%. 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.

Work Location and Schedule:
The Nonprofit's main office is in Salinas at 376 Main Street, Salinas, Ca 93901. Public transportation is easily accessible and travel will be compensated. Their will be opportunities for working from Monterey Peninsula (locations and 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).
- Proficiency with Microsoft Office software including Word and Excel. Must be able to utilize advanced features of Excel and knowledge of Access a plus.
- Proficiency with online searches and data collection.
- Proven team player who assists others and asks for help when needed
- Good verbal and written communication skills
- Able to work effectively with people from varying backgrounds
- Access to e-mail
- Intern must sign a Confidentiality Agreement prior to accessing LCMC files and account information
- 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 M. Crystal Macias either by email cmacias@literacycampaignmc.org or by phone (831) 595-2665.

**Approved:**

_______________________________________________  _______________________
Executive Director LCMC                                  Date