

Marketing and Event Intern Job Description

Organization Description

The Education Foundation of Alachua County, Inc. is a 501(C)3 organization founded in 1986 to support the Alachua County Public Schools. The first program administered by The Education Foundation was the Senior Scholarship Program, which provides college scholarships to local high school seniors. In 1996, the Board of Directors expanded to administer the state Take Stock in Children Program, a mentoring and college scholarship program for at-risk middle and high school students in the community. In 2001, the Foundation started a grant program to help fund teachers with classroom projects and supplies. Today, the Foundation still aims to support teachers through its Find It & Fund It and Catalyst for Change programs. At The Education Foundation we believe in creating an environment which recognizes Alachua County for its excellent public school programs that provide every student with an opportunity to succeed in tomorrow's world.

Marketing and Event Intern (Un-paid):

Hours: 20-30 hours/week; occasionally evenings and weekends as needed (During special events)

Time Period: August 2018 – July 2019 (Possibility of extension)

Position Summary

The Marketing and Event Intern will work closely with The Foundation program director and the Take Stock in Children program director to help with the planning and execution of special events, community engagement efforts, social media management, graphic design work, mailings and donor relations.

Education

This position is geared towards a UF junior or senior that has demonstrated performance in this field.

The major duties and responsibilities of this position include:

- Shadow Foundation Staff
- Assist in planning and execution of major fundraising events and activities, along with community events and workshops, which includes monitoring RSVPs, taking photos and helping to make sure things run smoothly
- Assist with the donor acknowledgement process
- Help prepare promotional materials for solicitation
- Plan and manage social media sites and the Foundations website
- Assist with mailings
- Assist with communication with individual and corporate donors
- Assist staff with administrative documentation
- Attend staff meetings

Personal Qualifies and Skills Required

- Strong written and oral communication skills
- Proficiency in Microsoft Office, Google Docs, experience with donor software, Canva and Adobe Creative Cloud a plus, but not required
- Ability to work independently and take initiative on projects
- Comfortable representing organization at community events
- Public relations or marketing experience preferred
- Must have a passion for education
- Strong written and oral communication skills
- Experience planning events
- Ability to work on multiple tasks
- Applicant must have reliable transportation**

Anyone who is interested should send their resume to Take Stock in Children Program Director Tia Brock at brocktt@gm.sbac.edu