

INTERNSHIP POSITION VACANCY

Communication Intern

Date: July 2009
Organization: Girl Scouts of Eastern Iowa & Western Illinois
Address: 2011 Second Avenue, Rock Island, IL 61201
Contact: Hillary Blevins, Communications & Research Analyst
Phone: 309-788-0833
Fax: 309-788-0836
E-mail: HillaryB@GSEIWI.org
Organization Website: www.GSEIWI.org
Organizational Department: Marketing and Communications
Majors Preferred: English, Communications, Marketing, Business Administration
All majors considered

Potential Projects and Experiences: Assist with copy editing and writing for organizational communications (publications, news releases, flyers). Update media contact list. Track and catalog media contacts.

Skills Needed: Computer skills (familiarity with Word and Excel); written and oral communication skills; organizational skills; and creativity.

Term: Fall, winter, spring or summer
Hours per week: 10-40 hours
Schedule (set or flexible): Flexible (during business hours)
Paid/Non-Paid: Non-Paid

Expectations

The Intern will:

- register as a Girl Scout (financial assistance is available).
- arrive on time and display a positive attitude.
- follow GSEIWI policies and procedures.
- work with Supervisor to develop a Learning Contract, outlining the internship goal and objectives and projects that will work toward achieving them.
- keep Supervisor informed of their project status.
- use resources wisely and take initiative to complete projects.

GSEIWI will:

- provide orientation to Girl Scouts and the department of the internship.
- support the intern in developing and meeting the goal and objectives in their Learning Contract.
- help develop projects applicable to the interests and needs of the student, the department, and GSEIWI.
- facilitate opportunities for networking within the organization and the community as appropriate for the position.
- provide supervision as needed, including formal 30-day and final evaluations and weekly meetings.

Application Process: Fax, e-mail or mail resume and Intern Application to the contact listed above. Please include a description of your relevant coursework, a writing sample, and pertinent work experience. For an Intern Application, visit our Web site, www.GSEIWI.org, or contact the person listed above.

