



**Vacancy Announcement**  
**4/05/2018**

**POSITION:** Intern, Pure Joy Program

**REPORTS TO:** Director of Neighbor Relations

**JOB SUMMARY**

Our organization is currently seeking an Intern, Pure Joy Program. The successful candidate will be responsible for developing the Pure Joy Program's social media content, helping develop a marketing strategy and implementing it, as well as researching and assisting in writing grants to potential grant-makers.

**MINIMUM QUALIFICATIONS:**

- Team player who enjoys building relationships and partnering with others to get a job accomplished.
- Must be able to work independently
- Ability to establish and maintain effective working relationships in a pleasant and effective manner
- Excellent oral, written and interpersonal skills
- Proficient in Microsoft Word, Excel, and administrative computing systems
- Savvy in creating engaging Facebook and Instagram posts

**RESPONSIBILITIES:** The duties and responsibilities of this position include the following:

1. Develop Facebook and Instagram content
2. Collaborate with Director of Neighbor Relations and Pure Joy Participants to create engaging social media campaign.
3. Work with Director of Marketing and Operations to create marketing materials related to Pure Joy.
4. Research employment program support grants and assist with all aspects of writing grants.
5. Attend and support all fundraising and volunteer events throughout the duration of internship.
6. Perform other duties as assigned by the Director of Neighbor Relations.