

**Area Agency on Aging of Pasco-Pinellas, Inc.**

**INTERNSHIP TITLE:** Events & Marketing Intern

**INTERNSHIP STATUS:** Part Time, Voluntary (Non-Paying Position)

**INTERNSHIP SUMMARY:** Assists in coordination, planning and execution of organizational events, marketing and outreach activities. The chosen intern will have significant opportunity to learn about nonprofit event planning, marketing, communications, outreach and grant writing.

**LENGTH/AVAILABILITY:** Up to 15 hours a week starting January 2019.

**INTERNSHIP OPPORTUNITIES INCLUDE:** (x) = Estimated percentage of time

**EVENT COORDINATION & PLANNING**

- Assists with coordination and planning of Agency's Annual Luncheon (to be held April 2019) and other. Responsible for leading day-of event logistics & operations, under supervision of Director of Outreach. (25%)
- Provides support to sponsors, exhibitors and guests of Annual Luncheon throughout the event planning process, from initial contact through day of the event. (10%)

**MARKETING & COMMUNICATIONS**

- Coordinates and supports development of Caregiver Connect Facebook Live series, to include scheduling of guest speakers, event logistics, and social media marketing. (25%)
- Based on Agency Communications Plan, develops and implements social media posts for the Agency. This may include collecting client, staff, and volunteer stories as well as finding content from trusted sources for general information and education. (15%)
- Attends Agency Outreach presentations and health fairs with Director of Outreach, with opportunities to present to public audience as the intern better understands Agency's services and programs. (10%)
- Opportunity to assist in writing of grant applications and reports to hone writing & research skills. (10%)
- Other duties as relates to position & department. (5%)

Must be highly organized and exhibit fine attention to detail. The ideal candidate will have great interest in gaining event coordination and marketing experience, especially as relates to the non-profit sector. Experience or interest in public communications, especially as relates to social media and public speaking, is also important.

Ability to relate well to a wide variety of individuals and audiences & represent the Area Agency on Aging in a professional manner. Social ability to work with older adults is important. Knowledge of MS Office Suite and social media platforms is vital. Completion of or in process of obtaining bachelor's or master's degree in marketing, business, nonprofit management, public relations, communications or similar field preferred. Ability to pass a criminal background check required.

Interested applicants should send a resume and cover letter to [intern.info@aaapp.org](mailto:intern.info@aaapp.org) using the subject line "Events & Marketing Intern."