

Conductive Learning Center Unpaid Marketing and Development Intern

Conductive Learning Center (CLC), is seeking an energetic and outgoing individual to serve as an office assistant, working with the Executive Director and Development Assistant performing duties related to fundraising, special events, and office management. The position will require 10-12 hours per week on a consistent basis, generally during the weekdays between 8:30am and 3pm, with occasional evening and weekend events (actual schedule is somewhat flexible, to be determined based on availability of candidate and supervisors). The individual should be confident and mature in interacting with CLC's donors/potential donors, volunteers, parents, staff and students. Experience with Microsoft Office software, internet/web and general office equipment is required. The position is open immediately. CLC is located at 2428 Burton SE (corner of Breton and Burton, near Breton Village Mall), requiring reliable self-transportation. Interested individuals should contact Development Assistant, Erin Quackenbush via email: equackenbush@conductivelearningcenter.org. CLC is associated with Aquinas College and serves as the lab school for the Aquinas POHI major. More information about Conductive Learning Center is available at conductivelearningcenter.org.

- **Hours:**

10-12 hours per week on a consistent basis throughout the semester with the potential to continue longer. Hours will generally fall during the weekdays between 8:30am and 3pm, with occasional evening/weekend events (actual schedule is somewhat flexible, to be determined based on availability of candidate and supervisors).

- **Duties:**

Mainly administrative, development and fundraising duties, marketing, social media, graphic design would be very desirable. The activities are including, but not limited to:

- special event planning and coordination related to various fundraisers
- assist in preparation of donor thank you letters
- prepare draft communications to donors, volunteers, sponsors, parents and board (including emails, letters, web posts, newsletter articles and blog entries)
- plan and prepare for CLC appearances at various community events
- deliver and/or pick up CLC materials to/from Aquinas campus mailroom, student accounts office, graphics/media department, etc.
- format and edit donor information downloaded from websites to prepare for upload to CLC donor database
- assist in preparation and formatting of CLC mailing lists for communications
- monitoring of various websites used in carrying out the above duties, including Constant Contact, Survey Monkey, Active, FaceBook, DropBox
- assist in the preparation of paperwork related to donor deposits, check requests and CLC invoices
- perform general office tasks as needed; copy, mail, make phone calls, light clean up, deliver messages, interact with visitors, etc.

- marketing activities may include social media, some graphic design and production of promotional messages and materials.
- **Requirements:**
 - proficient in Microsoft Office programs - Word, Excel and PowerPoint; able to create, edit, format and manipulate documents
 - able to make minor edits to, and resize, photos
 - comfortable using web and online programs
 - experience using office equipment; printers, copiers, projectors, etc.
 - efficient in performing duties
 - able to multi-task and prioritize
 - effectively communicate both verbally and in writing
 - energetic and positive attitude, willing, able and confident in initiating communications at events/exhibits
 - reliable and trustworthy mature individual, able to understand and respect confidentiality of information accessed and learned in performing duties
 - self -transportation or transportation plan – CLC is located at 2428 Burton St. (corner of Breton and Burton, near Breton Village Mall). There is a GR City Bus stop at the corner of Burton and Ridge Park SE.
- **Pay:**
 - This is an unpaid internship. This internship may be used for college credit as your program allows.
- **Apply:**
 - Apply by contacting Development Assistant, Erin Quackenbush: equackenbush@conductivelearningcenter.org