



Internship Job Title: Outreach Assistant

Company Name: Family Partners of Morris & Sussex Counties
Street Address: 67 Spring Street
City/ State/ Zip: Newton, New Jersey
Phone: (973) 940-3194
Fax: (973) 940-3197
Supervisor's Name: Rachel Helt
Supervisor's Title: Executive Director
Email: rhelt@familypartnersms.org

Start Date: January 2017
Approximate End Date: June 2017 (or to be determined)
Hrs/Wk: 15-20
Wages/Hr: Unpaid/Stipend

Specific skills required for this internship:

1. Excellent interpersonal skills
2. Excellent writing/proofreading skills
3. Computer skills - Proficiency in Microsoft Office 2010, In-depth knowledge/understanding of social media platforms (Facebook, Twitter, Google+, YouTube, Instagram)
4. Familiarity with email marketing and ticketing platforms (Constant Contact, Eventbrite, Mail Chimp or similar platforms))
5. Experience in web design
6. Organization and event planning skills
7. Creativity, flexibility, ability to work independently

Specific duties the student will learn to perform:

1. Coordinate events: schedule, plan, market (online and in print), set-up, feedback
2. Update organization website
3. Market events via email and social media
4. Write press releases/communicate with media outlets
5. Manage email lists
6. General office duties