



BOYS & GIRLS CLUBS
OF DURHAM AND ORANGE
COUNTIES

POSITION DESCRIPTION

Title: Students to Scholars Intern
Department: Development
Reports To: Director of Operations
Status: 10 hrs/wk
Available Hours: *Flexible*
Salary: N/A (volunteer internship)

Start Date: May 2017
End Date: Flexible

Position Description:

Help with the implementation of a brand new program, *Students to Scholars*, by assisting in the fundraising, marketing, and organization of the program. Students to Scholars is a school placement program designed to help select Boys & Girls Club members transition into a private school. Four students are schedule to attend schools this fall, and we need someone willing to help spread the word.

Responsibilities:

- Develop & promote facebook page
- Assist in creating and editing marketing videos
- Assist in the development of marketing materials
- Assist in fundraising activities
- Handle administrative aspects of the program (including maintaining files)

Relationships

- Must have professional relationships with the program's students and parents, as well as the heads of schools.

Skills and Knowledge Required

- Some college required
- Knowledge of social media platforms
- Familiarity with marketing/PR strategies
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision
- Organized and task oriented
- Maintain Professional manner while at the Club
- Must possess excellent verbal and written skills
- Ability to establish and maintain effective working relationships with all Club personnel, Board of Directors, members of the community and Club parents

To apply, please send cover letter and resume to Benay Hicks at bhicks@bgcdoc.org.