



Semester/Year: Fall 2010

Number of Open Positions: 1-2

Volunteer Job Description – Intern or Practicum Student

Request Date: September 2010

Target fill date: September 2010

Job Title: Marketing/Communications/Social Media

Objective: To assist with the communications efforts of the International Institute.

Projects include:

- implementation of video features on the web site
- coordination of social media strategy
- support in agency-wide and program specific branding initiatives
- maintaining agency cultural calendar

Depending on skill, a combination of these projects will be given to each intern. No position will be inclusive, but there may be some overlap between positions.

Department: Administration

Volunteer Supervisor: Kate Howell, Community Relations Manager

Location: 3654 S. Grand Blvd., St. Louis

Time commitment: 10-20 hours per week.

Responsibilities: See projects listed above.

Qualifications: Experience with and access to video/audio production software and equipment, graphic design experience, desire to serve as ambassador from IISTL to peers. Student of Mass/Media Communications &/or Marketing highly preferred.

Training Requirements: New Volunteer Orientation

Benefits to Volunteer: Gain “real-world” work experience, work on a communications campaign at a globally-focused non-profit agency