



Semester/Year: Summer 2008

Number of Open Positions: 1-4

Volunteer Job Description – Intern or Practicum Student

Request Date: February 2008

Target fill date: May/June 2008

Job Title: Marketing/Communications/Web 2.0 Intern

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

- implementation of video and audio features on the web site
- coordination of iistl “street team”
- coordination of viral marketing objectives
- support in agency-wide and program specific branding initiatives
- maintaining agency cultural calendar
- maintaining agency career clearinghouse pages

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 (including Language Services)

Volunteer Supervisor: Kate Howell, Volunteer and Communications Coordinator

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

Time commitment: 10+ 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

Volunteer Signature: _____

Supervisor Signature: _____

Date: _____

Date: _____