



## Job Description-2019 Summer Intern

**REPORTS TO:** V. P. of Finance and Operations & Advancement Officer

**PAYROLL STATUS:** Hourly

**I. JOB SUMMARY:** The intern will assist the Hancock County Community Foundation (HCCF) staff in a database conversion which will ultimately improve the efficiency and effectiveness of HCCF's operations. This position will also work with the Relationship Management Team for the implementation of marketing and outreach programs, events, and activities of HCCF in carrying out its mission and goals. In addition, responsibilities and duties will be assigned as necessary to fulfill the objectives of the HCCF.

### II. QUALIFICATIONS DESIRED FOR THIS POSITION:

#### A. PROFESSIONAL/TECHNICAL ABILITIES:

- ♦ Applicant must be enrolled as a full-time student in an associate's, bachelor's or graduate degree program with preference to nonprofit management, business administration, marketing, communications or closely related fields
- ♦ Knowledge and skills in computer technology and basic office management systems
- ♦ Effective oral and written communications
- ♦ Effective organizational and time management skills

#### B. PERSONAL CHARACTERISTICS:

- ♦ Exhibits a commitment to serve the community
- ♦ Maintains professional image
- ♦ Demonstrates courtesy, friendliness, and consideration
- ♦ Thinks independently and creatively
- ♦ Cooperates with various audiences
- ♦ Remains flexible and successful within changing environment and demands
- ♦ Exercises good judgment and decision-making capabilities
- ♦ Shows evidence of dependability and effective work habits

### III. DUTIES AND RESPONSIBILITIES:

- Database conversion responsibilities
  - Review key data prior to, and after, a database conversion to ensure data integrity
  - Update data as necessary to ensure improved functionality in the new database
- Marketing and outreach responsibilities
  - Assist with social media, press releases, and delivery of marketing materials
  - Execute mailing campaigns
  - Coordinate details for various HCCF-sponsored events
- Other related duties as assigned

### IV. HOURS AND COMPENSATION:

- ♦ 30.0 hours/week, with flexibility for special events and meetings scheduled beyond the standard hours of 9:00 to 4:00, Monday through Friday
- ♦ It is recognized that with the authorization of the V.P. of Finance and Operations, some hours may be worked off site, especially for completion of special projects