



Community Engagement Internship Unpaid, 15 - 40 hrs/wk

Our Mission:

THELMA is a 501(c)(3) nonprofit organization enriching our community through the arts.

This position provides support to the Community Engagement department by working on a variety of projects. The intern will gain knowledge and experience in several areas pertaining to: networking skills, administrative skills, community outreach, B2B sales, and creative writing/design.

Tasks:

- Communicate in an effective and professional manner
- Display creativity while designing new material
- Assist in research efforts
- Write content for mass emails and e-newsletters
- Good knowledge of Microsoft Word and Excel
- Assist Community Engagement Coordinator at events
- Represent THELMA at concerts and farmer's markets
- Post strategic content on social media platforms
- Assist Community Engagement Coordinator with creative sales efforts
- Organize and enter data into spreadsheets and create informative reports
- Assist Community Engagement Coordinator with membership campaigns and appeals

Qualifications:

- Must have excellent organizational skills, attention to detail, and the ability to prioritize in a changing environment
- Must have excellent interpersonal skills
- Highly motivated and displays excellent writing, research, and communication skills
- Ability to work independently and as part of a team

A passion for the arts, art education, music, and/or theatre is a huge plus!



THELMA SADOFF CENTER FOR THE ARTS

**Internship Application
Unpaid, 15 - 40 hrs/wk**

Date _____

Last name _____ First name _____ Middle _____

Street Address _____

City _____ State _____ ZIP _____

Telephone _____ Email _____

What hours are you available?

Time/Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From							
To							

Please list any internship/volunteer experiences you have had: _____

Please give a brief description of your intership goals: _____

Signature _____ Date _____