**ARKANSAS SINGLE PARENT SCHOLARSHIP FUND (ASPSF)–**

**INTERN POSITION – MARKETING ASSISTANT**

**JOB DESCRIPTION AND REQUIREMENTS**

**TERMS OF EMPLOYMENT**

A. BACKGROUND CHECKS: This position requires the following background checks.

This position does not require a background check outside of any requirements listed by Tyson Summer Community Internship Program**.**

**ELIGIBILITY**

a. Be a currently enrolled, undergraduate student who will be returning to college as a full-time (12 credit hours) sophomore, junior or senior in the fall of 2021.

b. Submit written enrollment verification from their college or university confirming the student’s

enrollment status to United Way of Fort Smith Area.

c. To read and follow all the agency’s policy and procedures handbook.

**WORK SCHEDULE & CONDITIONS**

a. This is a full time (35 hours per week) position.

b. This position is not eligible for sick, vacation, and holiday leave during employment.

c. S/He must have the ability and willingness on occasion to work nights or weekends if necessary, as part of their daily activities.

**SALARY & BENEFITS**

SALARY. The individual shall receive a $3,200 salary distributed during normal pay cycles for the duration of employment.

**EVALUATIONS**

The employee will receive an evaluation of their performance at the end of their employment from their direct supervisor. The evaluation also includes a self-evaluation and program evaluation.

**SKILLS REQUIRED**

• Energetic self-starter interested in non-profit and community development.

• Excellent communication skills, both written and verbal.

• Excellent computer skills and willingness to learn new platforms.

• Passion for the non-profit sector and community affairs.

We have an opening for an intern interested in helping 3 small non-profit affiliates in the River Valley merge into a statewide organization. This ground floor opportunity will provide you with the unique opportunity to represent the local voice of six rural counites into one voice, maintaining their culture and specific interests while merging into a statewide organization. This position will be responsible for merging Facebook accounts, developing Instagram and maintaining Twitter accounts for the River Valley. This position will also be front and center to plan, publicize and promote three major fundraisers.

This position will require creativity and compassion while moving forward at a steady pace. It is important that you believe in the power of education and breaking the cycle of generational poverty.

CAREER DEVELOPMENT

Working with the local development team and the state communication director, you will have the opportunity to help design campaigns that are relevant to the River Valley. You will learn about the importance of the social sector in our community and the benefits of working together with other agencies to affect long term change and sustainable growth. You will be part of a non-profit with 30 years of success breaking the cycle of generational poverty.

SKILL DEVELOPMENT

This is an excellent opportunity to hone your existing soft skills while developing advanced data analysis, social media skills and advanced marketing techniques.

PERSONAL GROWTH AND DEVELOPMENT

The personal growth potential from this opportunity is unparalleled. Working with a state agency operating on a local level with local public officials, business owners and volunteers in the non-profit arena will increase your community awareness and the many benefits of working together with different agencies.