

Marketing

Through this unpaid internship, you will gain solid, real-life experience and become actively involved in many levels of marketing and communications.

Responsibilities:

General Marketing

- Distribute print materials to various (local) locations/businesses
- Conduct general research and benchmark studies
- Donation fulfillment and processing

Special Events

- Research, schedule and prepare for external events
- Man event booth up to 8 hours
- Help plan internal events when needed

Public Relations/Communications

- Track, log and compile media performance
- Learn how to use WordPress and update Imagination Station's website
- Gain experience with writing press releases

Social Media

- Assist with our monthly social media plans
- Gain knowledge on how to promote businesses on Twitter, Facebook, Pinterest, YouTube and Shutterfly

Requirements:

- 15 – 20 hours weekly
- Minimum of a 3 month commitment
- Good verbal and written communication skills
- Comfortable talking to visitors about upcoming events
- Professional approach for projects, emails and phone calls
- Comfortable working in a group and on your own
- Must be able to lift up to 25 lbs
- Valid driver's license and ability to pass a driving background check to drive the company minivan

Benefits:

- Earn credit towards completion of your degree
- Gain solid marketing experience and quality references
- Network with other professionals in the industry

Applications available online at imaginationstationtoledo.org. For more information please contact the Volunteer Coordinator at volunteer@istscience.org.



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