

Membership

Through this unpaid internship, you will gain solid, real-life experience and become actively involved in many levels of membership promotions. You'll gain an expanded skill set, proven results, a greater understanding of what it takes to be successful in the current business environment and a greater sense of confidence in your abilities. Most importantly, you'll have fun building a solid foundation on which to successfully launch your career.

Responsibilities:

Membership

- Assist with membership processing
- Assemble mailings
- Answer calls and correct challenges associated with fulfillment
- Assist in tracking and confirmation of memberships
- Research the membership opportunities and benefits of similar organizations
- Data collection for membership mailings
- Assist in creating new incentives and promotional packages for new members
- Identify ways to reach out to build new member opportunities

Special Events

- Assist with community/special events with booth display
- Assist with members-only events & planning

Requirements:

- 15 - 20 hours weekly
- Minimum of a 3 month commitment
- Organized and excellent with administration
- Excellent at addressing conflict and challenges
- Comfortable with frequent phone use
- Be able to pass a background check and drug test

Benefits:

- Receive valuable customer service experience
- Earn credit towards completion of your degree
- Gain solid work 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.



Funded with Support from a Toledo Community Foundation Community Funds Grant.