



PAID INTERNSHIPS

A Terrific Resume Building Opportunity and a Great Way to Make a Difference!

Qualified candidates will support COMPASS for kids' programs, fundraising efforts, events and general operations. Overall, we seek individuals who are highly self-motivated, quality conscious, detail-oriented and who can follow direction.

Work 2-4 days (8-15 hours) a week (possibly more during school vacations and summer)

Start at \$9 an hour with merit increases for performance

Data Management Internship

This Intern will work with the Director of Operations, Executive Director, Marketing and Operations Associate and Program Staff to perform a wide variety of data management tasks supporting all aspects of COMPASS for kids' operations including:

- Database Entry/Management
- Report Generation/Analysis
- Standard and Bulk Mailings
- Answering the Telephone/Reception

This internship is perfect for someone who is computer savvy and organized. S/he must be able to type efficiently, be attentive to detail and be comfortable working with numbers. S/he must also have experience using MS Word, MS Excel (and MS Access, if possible), and be highly proficient in using internet browsers (Internet Explorer, Mozilla, etc.) to do research and gather information.

Marketing and Communications Internship

This Intern will work with the Director of Operations, Executive Director, Marketing and Operations Associate and Program Staff to perform a wide variety of marketing and communications tasks that promote COMPASS for kids' programs and fundraising efforts including:

- Creation of flyers, posters, invitations, and other marketing materials
- Creation of e-mail marketing pieces
- Website updates
- Social Media including Facebook and Twitter

This internship is perfect for someone who is creative and who is a perfectionist. S/he must have a good sense of using space, color, graphics, pictures and text to create compelling print and electronic marketing pieces. S/he must also have experience using MS Word, MS Publisher (and Photoshop and HTML, if possible), and be highly proficient in using internet browsers (Internet Explorer, Mozilla, etc.) to do research and gather information.

Apply Now!

To apply for these positions, please submit a letter of interest and resume by e-mail to jobs@compassforkids.org