



Internship Position Available
Education Department

The Door is a multi-service youth development agency serving the needs of young people between the ages of 12 to 21. The Legal Department provides a broad range of counsel and advocacy services in civil matters to young people. Please visit our website www.Door.org for more information.

Position: Marketing Intern

Supervisor: Mateka Fung, Resource Center Coordinator

Position description:

We seek a college student who has the ability to help develop and strengthen our Talent Search branding efforts.

Intern responsibilities (*include but are not limited to*):

- Maintain, update, and manage all Talent Search bulletin boards.
- Update, create and manage all Talent Search Fliers
- Distribute fliers and other marketing materials throughout the Door.
- Plan monthly Talent Search newsletters
- Assist with all mass mailings and distribution efforts to participants
- Meet with supervisor on a bi-weekly basis
- Participate in monthly staff meetings
- Preferred but not required: Web design

Qualifications:

- ❑ College student majoring in Business, Art, Publishing, or any other marketing related field.
- ❑ Dynamic, energetic, culturally sensitive individual
- ❑ Strong organization and communication skills

Hours and Commitment:

Commitment of four (4) months is required; full academic semester preferred. Contract for a minimum of three (3) hours per week, or for maximum of (15) hours per week. Work around school and/or work schedules.

How to apply:

Please email resumes and cover letters to Mateka Fung, Resource Center Coordinator at mateka@door.org. Do not call or send resumes via mail. Qualified candidates will be contacted to come in for an orientation session.