

The Early Learning Institute - Development and Marketing Internship

Name of Company/Organization: The Early Learning Institute (TELI)

Address: 2510 Baldwick Road

city: Pittsburgh

state: PA

zip: 15205

web address: www.telipa.org

contact name: Jennifer Steinsdoerfer

title: Development & Marketing Associate

telephone: 412-922-8322 ext. 26

fax: 412-922-0751

email: jennifer@telipa.org

internship title: Development and Special Events Intern

location: Development and Marketing

positions: 1

compensation: unpaid

placement: Fall (Sept-Dec), Spring (Jan-April)

nature of organization: Organizational Overview Established in 1958 and later incorporated as St. Peter's Child Development Centers, The Early Learning Institute has always focused on helping children to realize their full potential. Our services are designed to meet the needs of children from birth to young school age, providing early intervention services and early childhood programs to establish a firm foundation for successful learning. The Early Learning Institute helps children to realize their full potential and enriches the lives of children and their families by: Providing comprehensive programs and services for children with developmental delays in an inclusive environment; Providing individualized developmental and preschool programs and services for children of varying abilities; and, Collaborating with other community organizations to carry out these missions.

duties of intern: Commitment: The Development and Special Events Intern position is a part-time internship position and will report to and be supervised and evaluated by The Early Learning Institute's Development and Marketing Associate. The Development and Special Events Intern will work a 10-20 hour week with flexibility to work from home/school setting beginning in August and ending in December with the potential to continue through May if desired. Position is flexible with school schedule. An occasional evening or weekend may be required. Attendance at The Early Learning Institute's special events is strongly encouraged. Compensation: The Development and Special Events Intern position is an unpaid position. If applicable, The Early Learning Institute will reimburse for parking and mileage with the proper receipts. Primary Responsibilities: ♣ To assist with solicitation mailings for auction items and donations. ♣ To make follow up phone calls to local businesses and donors. ♣ To assist with marketing special events as needed. ♣ To attend The Early Learning Institute's special events as necessary. ♣ Other administrative duties as assigned.

requirements and skills: Qualifications: Specific skills required include a strong work ethic, strong interpersonal skills, excellent verbal and written communication skills, strong organizational skills, and the ability to present work in a polished, timely, and professional manner. The Development and Special Events Intern should also be able to adhere to an established schedule, meet deadlines, use common office programs including Microsoft Word, Excel, Microsoft Publisher, and Microsoft PowerPoint and use e-mail and the Internet.

application procedure: e-mail, mail

include: cover letter