



Points of Light inspires, equips and mobilizes people to take action that changes the world. Points of Light has a global focus to redefine volunteerism and civic engagement for the 21st century, putting people at the center of community problem solving. We are organized to innovate, incubate and activate new ideas that help people act upon their power to make a difference. Points of Light operates three dynamic enterprises that share our mission: HandsOn Network, AmeriCorps Alums and generationOn.

Role: Intern, External Affairs

Location: Atlanta, GA- Points of Light Institute

Dates of Position: Start January 2012- Internship will last 4 months

Stipend: Unpaid Internship

Time Commitment: Up to 20 hours per week

Summary of Position:

This position will work with the External Affairs team of Points of Light in marketing the organization and its programs through writing, event and program production, project and client management and social media outreach. The intern will support staff on the National Conference on Volunteering and Service in June. Interns will also assist with other various projects and events in the External Affairs realm.

Duties:

- Grow the marketing programs' reach/impact through social media including facebook, twitter, flickr, YouTube and blogs
- Support event work for the National Conference on Volunteering and Service in June
- Write media advisories, press releases, web copy updates and mass emails as a part of marketing campaigns
- Conduct research
- Manage administrative work

Preferred Skills:

- Strong written and verbal communication skills
- Proficient in Microsoft Office especially Word, Excel and PowerPoint

Learning Objectives:

- Strengthen communication skills through verbal, print and electronic media
- Develop client management skills by working with internal and external stakeholders
- Increase project management experience
- Learn Customer Relationship Management software, SalesForce
- Gain experience working on a high performing team in a collaborative environment
- Build a network of professional contacts

Point of Contact: Please send your resume to interns@pointsoflight.org