



**fairfield cdc**

## **Internship Job Description**

### **Overview of the Fairfield CDC:**

The Fairfield Community Development Corporation (“FCDC”) is a 501(c)(3) consisting of stakeholders from the Fairfield neighborhood and community. The Fairfield CDC’s vision is to enhance the physical, economic, and social aspects of life for all residents of the Fairfield community and those who work there. Our vision includes restoring, maintaining, and creating affordable housing and commercial real estate; education and training of residents, the promotion of healthy lifestyles and increasing the economic wealth of residents.

### **Responsibilities/Internship Description:**

We are looking for an energetic, hardworking intern who wants to gain some experience working with residents of the Fairfield community, in Huntington, WV. The intern will be working alongside the Fairfield CDC’s Executive Director RaShad Sanders and other staff.

The successful intern will focus on event planning, program/event flow, meeting agendas, contacting sponsors and donors, reaching out to vendors, creating event timelines, etc. The intern will help market events and programs via social media and other media sources/platforms, contact program participants and potential participants, write and distribute news releases, create advertising, prepare digital content, shoot and edit mobile video and photos, and create and manage social media.

The successful intern will possess knowledge of Microsoft Office and design software with access to Adobe Suite preferred. The intern should be proficient in either Microsoft operating systems or the latest Apple Operating System, ordering online items and tracking those items, and monitoring project budgets. We seek an intern with good communication skills and the ability to solve problems. The successful intern will be able to maintain a database of donor and volunteer contacts. The candidate must be able to empathize with members of the community and understand the needs and wants of low-income and minority families, must have a valid ID, reliable transportation to and from work, laptop or computer access for possible remote work.

The ability to stand for long periods of time and to lift over 25lbs are preferred.

### **Requirements:**

Hours of work: Flexible; a commitment of 150 hours per semester preferred, but we will consider commitments of between 100 and 150 hours per semester.

The projected timeline of work will be arranged at time of selection.

**Financial Award:**

The intern will receive an honorarium commensurate with the number of work hours committed to (and completed). An intern who commits to 150 hours will receive \$1,500 and an intern who commits to 100 hours will receive \$1,000. The intern will receive the honorarium of their choice in two payments of either \$750 or \$500 each. If the intern does not complete the required hours, the second payment will be prorated to match the hours completed.

**Application**

Please follow this link to apply.

<https://marshall.peopleadmin.com/postings/21085>