



Internship Job Description

Coastal Carolina University

EMPLOYER INFORMATION

Company Name: YoungStroke, Inc.

Address: P. O. Box 692 Conway, SC 29528

Telephone: 336.455.3540

Website: www.youngstroke.org

Employee Contact: Amy Edmunds

Title: President

POSITION INFORMATION

Title: *Special Event Intern*

Location: CCU Campus

Work Term: Fall, 2010

Compensation: Unpaid

Work Hours: 10-20 hrs/wk.

Schedule: Flexible

Starting Date: September 7, 2010

End Date: December 2, 2010

Site Supervisor: Amy Edmunds

Email: ale.youngstroke@gmail.com

JOB DESCRIPTION

You will enjoy the satisfaction of seeing your work make a difference while you gain valuable job experience! YoungStroke, Inc. is proud to announce the availability of exciting internships for students having a passion for making a difference in the lives of other young adults affected by stroke.

As a valued member of our non-profit organization, you will assist in the planning of two special events from concept to implementation for the YoungStroke Project. Responsibilities include, but are not limited to:

- Assisting in planning the pilot launch event
- Developing event theme and agenda
- Developing day-of-event volunteer recruitment and management plan
- Developing invitation list
- Developing event budget
- Identifying potential event sites

JOB QUALIFICATIONS

Candidates should demonstrate:

- Eagerness to learn and gain valuable real-world experience
- Enthusiasm and flexibility in a fast-paced setting
- Excellent interpersonal skills
- Highly effective written and verbal communication skills
- Ability to handle multiple projects simultaneously while meeting deadlines
- Ability to work individually or in a team environment
- Eagerness to meet or exceed objectives
- Ability to maintain confidentiality
- Proficiency with Microsoft Office products
- Other desired qualities: Punctuality, Detail oriented, Creativity

PREFERENCES

- Personal transportation, preferred but not required
- Majors: Marketing, Communication, Management, Health Promotion or related work experience