5111 Santa Fe Street, Suite 219
San Diego, CA 92109
(858) 274-WORD (9673)
Fax: (858) 274-9675
www.wordsalive.org

Words Alive - Event Intern

Words Alive is a non-profit organization that inspires a commitment to reading and develops shared reading experiences for children, youth and adults. Words Alive seeks to imbue program participants with a lifelong love of reading and learning. We accomplish this by creating and supporting:

- Targeted programs for underserved communities;
- Community learning forums;
- Community-wide reading projects;
- Model reading programs; and
- Networks for communicating about reading.

Words Alive seeks interns on an ongoing basis (spring and fall semesters) who seek to acquire valuable, real-world experience. Interns also acquire a deep understanding of the nonprofit sector and the inner workings of a successful literacy organization. We offer a fun and fast-paced office environment. We welcome innovative thinkers who can come up with new ways to do what we do better. A strong sense of urgency, attention to detail, and a willingness to grow and learn are a must.

Basic Assignment: Under the supervision of the executive director, program managers and administrative assistant, the Words Alive intern will perform the following functions:

Major Functions:

- Serve on the special event planning committee and work collaboratively with the committee to plan and coordinate the fall Words Alive Annual Authors' Luncheon attended by more than 500 people.
- Prepare news releases, newsletter articles and content for the agency website as outlined in the strategic communications plan. Also prepare flyers, solicitation letters, and mail merges.
- Proofread and edit collateral materials and correspondence before distributing or mailing; prioritize and answer correspondence.
- Assist in coordinating bulk mailing projects (scheduling, printing, database management, mailing).
- Compose, prepare and edit general correspondence, including database reports, memorandums and letters within specified deadlines. Actively participate in the agency's annual support campaign and other fundraising activities.
- Other tasks as assigned.

Required skills:

- Solid computer skills with proficiency in Windows, MS Office Suite
- Strong sense of urgency, flexible, organized, detail-oriented and able to multi-task.
- Professional demeanor and excellent telephone skills with the ability to communicate clearly, effectively and respectfully with coworkers, board members, volunteers and the public.

- Ability to work as part of a team and independently.
- A valid driver's license and personal vehicle to run occasional errands (mileage is reimbursed at current IRS rates).
- May require occasional lifting loads of 20 lbs.

Intern Need: To start immediately through September 2019.

Contact: Jonathan Camitan
AmeriCorps VIP Fellow
Phone: (858) 274-9673, Ext. 302
E-mail: jonathan@wordsalive.org

** All prospective interns are interviewed by existing staff. Please submit completed volunteer application and resume to Jonathan Camitan at jonathan@wordsalive.org.*