



## **Intern Job Description**

**Name of Organization:** American Red Cross, Piedmont Chapter

**Position Title:** Health & Safety Marketing Intern

**Number of interns needed per semester:** 1

**Major Objective(s):** Assist with marketing health & safety training to increase client base and individuals trained.

### **Duties and Responsibilities:**

- Assist in client retention and increase new client base with sales calls, email, faxing, mailings
- Follow up with client calls and inquiries
- Help with the logistics and details of our training classes
- Learn and assist with the daily duties in the office, including clerical, phone and data entry
- Assist with creation of Spring/Summer Newsletter for the department
- Assist with various projects within the health & safety department including updating records and helping coordinate implementation of a new program release in the spring

### **Qualifications and Requirements:**

- Computer skills in Microsoft Office including Word, Excel, Access, Outlook, and internet
- Excellent customer service skills and polite phone manners
- Time management/Organization skills
- Outgoing/extroverted
- Multi-tasking
- Sensitivity to diverse populations

### **Orientation and Training:**

- 2-3 hours of general training, including some videos and an orientation of the office
- On-the-job training

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**Schedule (Times) and Place of Work:**

- Hours are flexible between 8:30am and 5pm Monday through Friday
- Occasional Saturdays may be needed for special events
- When the intern works, they should be available for at least 2 hours at a time to be able to accomplish his/her assigned tasks
- Most days the intern will work in the office

**Commitment Required:** Minimum - 45 hours / Maximum - 135 hours

**Benefits:**

- This would be an unpaid internship
- CPR/AED/First Aid Certification
- Possibility of becoming a paid CPR/FA/AED Instructor
- Possible future with the American Red Cross
- Working with the American Red Cross allows you to see the way a non-profit organization works.

**Challenges:**

- Much hard work is put into marketing training classes, many times achieving fewer sales than expected.
- Learning about the American Red Cross in a short period of time well enough to be effective at this internship will be challenging.

**Satisfactions:**

- Intrinsic satisfaction - working for a non-profit is incredibly gratifying. You will become part of the most prominent humanitarian organization.
- The intern will have the opportunity to be trained in CPR/AED/First Aid and possibly become an instructor.
- Learning basic office skills now will be very valuable to his/her future career.
- If the job is done well, you will have a very valuable experience to include on your resume with the possibility of a helpful reference as well.

**Other information:** The intern will also have the opportunity to assist with and participate in our various special even fundraisers and learn about opportunities in our Emergency Community Services department as well.

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Want to see this semester's internship opportunities?  
Please contact Dr. Ricke-Kiely.  
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