



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

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.

Want to see this semester's internship opportunities?
Please contact Dr. Ricke-Kiely.
864-503-5754
tricke-kiely@uscupstate.edu

