

Orlando Science Center Member Relations Intern

Department: Membership

Reports to: Manager of Member Relations

General Description:

We seek an enthusiastic and detail-oriented member relations intern looking to gain valuable membership, sales, and development experience for a progressive non-profit organization.

Assist manager of member relations with strategic marketing initiatives. A large majority of time will be spent planning, implementing, and executing membership department initiatives and strategies.

Duties and Responsibilities: This is a general listing of duties and responsibilities, duties and responsibilities may be added dependent on needs of departments. Intern will assists in idea generation, creative development, vendor relations, and event planning. Responsible for building, conducting and evaluating department surveys. Position will require content writing for member magazine and event invites. Assist in other department duties as assigned.

Skills/ Qualifications:

- Degree seeking student
- Must be a
 - Self-starter
 - Organized individual
 - Planner
 - Able to multi-task

Availability:

➤ 10-15 hours per week; Candidates must be able to work occassional weekend events required by membership department.