

Volunteer Intern Job Description Marketing Division

POSITION TITLE: Marketing Division Intern

SUPERVISOR: Supervisor of Marketing Division

OBJECTIVE: To assist the Intern Coordinator with the daily/weekly/monthly duties and to support other duties in Marketing division when not performing duties for the supervisor

DESCRIPTION OF DUTIES:

- Performs clerical and administrative support of the marketing department as directed; answers phone, operates computer, color printer; delivers supplies as directed to FMWR activities.
- Operates print shop equipment such as printers, digital duplicator, stapler, folder, cutter, laminator, poster printer. Operates a digital camera.
- Provides duplication and distribution of marketing material to advertise and promote installation Family and Morale, Welfare and Recreation (FMWR) program special events, new programs, and recurring programs and services to approved on-post locations.
- Posts FMWR programs and events to the installation population through bulletin boards, flyers, banners, email, installation facility guides, displays, promotional calendars and other media.
- Creates advertising and promotional materials on a recurring basis using a variety of methods, including Microsoft and Adobe software.
- Distributes FMWR advertisement and promotional material at approved locations and provides specific information on planned events to the general public.
- Proof reads publicity materials for grammar, spelling, and content prior to production and distribution.
- This includes material received from illustrators within the Marketing department as well as external FMWR sources, e.g. ACS. Assists the Marketing Director in the preparation and execution of special events and activities as directed. Other duties as assigned.

TIME REQUIRED: Full time weekly required. (Monday through Friday, 0800 to 1700 hrs.) One hour lunch break and two – 15 minute breaks. Need access to all locations, Henry, Walker, George and Carroll. For special events may have to work over.