

South Shore Day Care Services
200 Middle Street
East Weymouth, MA 02189
www.ssdcs.org

Job Description: Marketing/Communications Intern

Date of Post: December, 2008

Marketing/Communications Intern

South Shore Day Care Services, Inc., a non-profit with over 38 years of providing early education and youth development programs to the communities of the South Shore of Massachusetts, is seeking a marketing intern to assist the Director of Program Resource Development with implementation of a community visibility strategy.

Job Summary

To provide support for the implementation of a community visibility strategy designed to improve fundraising ability and increase awareness of the quality and breadth of programs offered by the organization. Interns will participate in hands-on marketing activities and communication efforts directed at corporate partners, local public schools, private funding sources, and other community partners. SSDCS annually cares for over 1200 children, aged two months to fifteen years, in a family day care system, three preschool centers, eight after-school centers, a middle school program, a high school program, and a summer camp. The job will be based at the main office location in Weymouth, MA. Interns will be supervised by the Program Resource Development Director and will work closely with the Special Events Coordinator and other management staff at SSDCS.

Responsibilities

- Assist with PR around individual program events, write press releases, follow-up with press contacts
- Assist in writing and designing the quarterly printed newsletter and e-newsletter
- Support the planning and implementation of the agency's 40th birthday event
- Compile an archive of interviews and photos for birthday celebration publication
- Organize and archive newsletters and press releases for posting on website
- Assist in redesign of website and development of content

Skills Needed

- Able to multi-task and be flexible
- Knowledge of Microsoft Office software (Excel, PowerPoint, MS Word, Publisher)
- Web design and multi-media experience a plus
- Interest and ability to write descriptively and succinctly
- Ability to operate a digital camera

Additional information

This is a four to five month long 10-15 hours per week internship position based in Weymouth, Massachusetts. The position is unpaid and school credit arrangement can be considered.

Starting Date: January 2009 and /or May 2009

Application: Applications will be accepted until the position is filled. To apply, email a cover letter, resume, and writing sample to Gwen Tarbox, Director of Program Resource Development, gtarbox@ssdcs.org

View additional information and job posting at
<http://www.ssdcs.org/opportunities.htm>