



Communication, Membership, and Marketing Semester Internship

ABOUT FCCLA

Family, Career and Community Leaders of America (FCCLA) is a nonprofit national career and technical student organization for young men and women in family and consumer sciences education in public and private school through grade 12. Since 1945, FCCLA members have been making a difference in their families, careers and communities by addressing important personal, work and societal issues through family and consumer sciences education. Today over 220,000 members in nearly 7,000 chapters are active in a network of associations in 50 states as well as in the District of Columbia, the Virgin Islands and Puerto Rico.

ABOUT YOU

FCCLA is looking for an undergraduate student who is interested in marketing and membership services and is willing to work hard to build a portfolio of experience. Our intern will work closely with the marketing, membership, and communications team. The ideal candidate will possess a strong desire to work in a membership organization and an unbelievable positive business attitude. Our office is comprised of very driven, self-motivated individuals that are very serious about their careers. This is a perfect opportunity for someone trying to learn more about the nonprofit world and gain marketing and association experience.

ABOUT THE WORK

Responsibilities & Expectations Include:

- Administer timely response to membership affiliations
- Compile and distribute three newsletters (chapter adviser, state adviser, and alumni)
- Maintain and contribute to chapter adviser blog
- Act as main contact for end of year evaluation of membership campaign, incentives, etc.
- Work with the Marketing & Membership Manager and Marketing & Membership Coordinator in completing membership recruitment and retention activities
- Act as first point of contact for advisers' membership inquiries
- Assist Marketing & Membership Manager with Statewide Marketing Initiative
- Submit quarterly membership information for the student magazine, *Teen Times* and teacher publication, *The Adviser*
- Support FCCLA Week in February and develop a campaign to involve staff, states, and local chapters
- Participate in weekly staff meetings
- Work with the Marketing & Membership Manager and Marketing & Membership Coordinator in completing membership, marketing, and communication tasks as assigned

QUALIFICATION

- Currently enrolled in an accredited college at the undergraduate level
- Entering either junior or senior year in good academic standing, majoring in Family and Consumer Sciences, Communications, Business, or a related field
- Internship candidates will be expected to demonstrate excellent verbal, written and interpersonal communication skills along with proficiency in Microsoft Office (Word, Excel, and PowerPoint)
- Superior organizational skills to handle multiple tasks efficiently

- Ability to perform in a fast-paced environment
- Previous work experience (part-time, internship or volunteer) is preferred but not required
- An enthusiastic attitude and a strong interest in marketing and nonprofit associations

Please make note this is an unpaid internship (although some transportation costs could be reimbursed or making a small travel stipend, depending on need); however if your school participates in a work study program you may earn credit towards your degree. Interested candidates will be required to provide writing samples as part of the interview process. This internship can be a part time (15-20 hours) internship during the work week. This internship can be done remotely with proper technology, if necessary.

SUBMIT RESUME & INTEREST STATEMENT BY

September 5, 2009

CONTACT

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