

## Discoveries of Hope (DoH) Foundation

As a Los Angeles based 501 (c) 3 non-profit organization, our mission is to provide and promote charitable giving through various recognized public charities in support of their core mission and initiatives. We are committed to providing business assistance to non-profit organizations that promote the growth of healthy communities with an emphasis on education, economic development, health, and wellness.

DoH assists numerous non-profits who have a considerable responsibility to deliver programs that make a difference in communities and have a social impact in society. Our organization manages fundraising events and programs that allow for community job placement and economic growth through local and foreign investment opportunities.

## Marketing & Communication Coordinator

Length of Internship: TBD

Hours Per Week: TBD

Academic Credit Available for Students *(if approved by school)*

This internship is designed to allow the intern to experience a professional work environment and gain valuable in a supportive environment. The Volunteer Coordinator will support DoH on all daily operations, as well as some outside activities and events. The opportunity allows for exposure to several different aspects of the organization, work with other non-profits and have the opportunity to participate in various projects and/or events.

Duties and Responsibilities (not limited to):

- Update social networking sites, blogs, and E-blast (Facebook, MySpace, Twitter, etc.)
- Post schedule of events on calendars, E-blast, and Newsletters
- Assist PR firm with placement of ads, media buys, and radio buys
- Identify magazines, E-zines, newsletters, mailing lists to advertise event
- Prepare press releases, PSAs, short articles and blurbs regarding pre and post event activities
- Summarize Bios for artists and celebrity attendees for program guide
- Assist with content and layout for event program guide
- Edit and proof collateral materials including post cards, E-blast, tickets, and invitations
- Maintain company databases and mailing lists
- Manage mailing list and keep it updated weekly
- Respond to event inquiries from website
- Pull mailing addresses from web inquiries and add to main database
- Correct erroneous contact information and update mailing list

Skills and Abilities:

- Must be creative, have an eye for details
- Ability to communication ideas visually, verbally and in writing
- Organize and track projects and task to ensure accuracy
- Ability to work well with a team with the marketing specialist, web designer and event staff
- Ability to prioritize and manage multiple tasks and people simultaneously
- Proficient in Microsoft Office Programs: MS Word, PowerPoint and Excel and Internet Research
- Must be a quick learner and have the ability to work independently as well as with a team
- Proactive problem solver and ability to meet deadlines
- Highly motivated and enthusiastic; thrives under pressure
- Ability to work with high degree of intensity and follow through
- Must be strong team player and possess a great attitude

Educational Requirements:

- College students must be a junior or senior with a minimum GPA of 2.75
- Must work a minimum of 15 hours per week for a two quarters or one semester

**To Apply:** Complete the online Volunteer Application and send resume to [careers@discoveriesofhope.org](mailto:careers@discoveriesofhope.org) or fax to 866.647.9696