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**Glenwood Rotary Intern Posting**

**Position Description**

**Generally work from home on websites**

**Attend some Committee meetings (if desired)**

**Attend District Events (One Rotary Summit in Sept, District Mid-Term Assembly in Jan, Leadership Kick-off, District Assembly and District Conference in spring. Also Foundation events in fall and spring.**

The Glenwood Rotary Club is seeking 2 student interns to assist the Club President in various duties tied to weekly 1-hour meetings held 12 noon Tuesday’s at Lakeside Ballroom, as well as assist the Public Relations Director in a number of exciting new initiatives to help our Club become more visible in the Glenwood Community. The interns will each be expected to spend approximately 3-4 hours weekly throughout the school year, with more hours likely in July and August as projects are ramped up.

**Benefits**

Interns will benefit from

* invaluable experience interacting with many Glenwood community leaders
* intimate exposure to one of the most effective and efficient non-profits globally
* a chance to grow leadership skills in an extremely supportive environment
* a mentor(s) who will support personal development and growth

**Intern Responsibilities**

**Registration**

**Club Runner support to Clubs & generate reports**

**Database management skills**

**Word – Excel – Powerpoint – will train in Club Runner and Rotary Club Central**

**Question: Do we provide computer, including software? How to create accounts/passwords in CR & RI. May have access to financial data during registration for District Conference & Foundation fall event.**

The intern(s) will be responsible for assisting the President with the following activities:

* Assist in weekly pre-meeting organization including creating the meeting PowerPoint in advance by the Friday before
* Assist in weekly meeting coordination, including greeting guests, hosting the speaker, setting up the AV equipment and PPT, and setting up other special materials as needed
* Other projects as assigned

The intern(s) will also be responsible for assisting the Public Relations Director with the following areas:

* Creating materials in conjunction with the Club’s Public Relations committee including but not limited to a brochure and various signage for events throughout the year.
* Contribute weekly Facebook content, weekly Newsletter content, and Clubrunner website content.
* Other projects as assigned

**Requirements**

* Meetings are held on noon Tuesday, and interns are asked to secure the first hour free
* Be available on June 18th, 4-8 pm, to participate in the Club Board’s annual strategic planning meeting

**Qualifications**

* Strong organizational skills
* Effective communicator with solid writing skills
* Demonstrate high motivation and a positive attitude with proactive eagerness to get tasks done well and far in advance of deadlines
* Consistent track record of following through on tasks with little direction
* Comfortable speaking and presenting to adults
* Familiar with Microsoft Word, PowerPoint, and Publisher
* Keen interest and talent with graphic design
* An avid user of Facebook and Instagram

**Interview Process**Students interested in interviewing must email their interest to incoming Rotary Club President at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_by 5 pm on \_\_\_\_, including a resume and a writing sample and/or a sample of other work. This might be an English paper, DECA or BPA project, portfolio from a Social Studies class, website development work from Webdesign.com class or brochure from Desktop Publishing class. You want to be able to demonstrate the quality and creativity of your work. Students are also encouraged to attend, if possible, our Rotary meeting (Noon at Lakeside) to learn more about Rotary and the intern role first-hand. Interviews will be conducted on\_\_\_\_\_\_\_\_\_,\_\_\_\_\_ between 6:30 and 8:30 a.m, and you will be emailed \_\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_ with further details prior to the interview. Thank you for your interest!