

## **The Keri Anne DeMott Foundation- Orlando, FL 32828**

Internship

### **Job Summary:**

Position: Non-Profit Work (Non-Paid)

Areas of interest: Non-Profit, Business Leadership, Community Service, Social Services, Philanthropy Work

### **Description:**

The Keri Anne DeMott Foundation, a local 501(c) 3 nonprofit organization, is looking for an intern(s) to join our marketing team. Applicants must expect to work in a fast-paced environment and actively interact with local businesses, small corporations, community groups, and local/state leaders on a daily basis. It is essential that applicants to this position have excellent skills in communication, organization, and time management, as well as a high level of personal initiative. While this is a non-paid position, a 10 percent commission will be given for every new sponsorship of \$1,000 or more that is brought into the Foundation.

### **Responsibilities:**

- Attend foundation events and speaking engagements
- Assist with print production and preparation of marketing materials
- Assist with distribution of materials electronically or in person
- Search for potential sponsors and donors
- Contact businesses, corporations, and community groups for sponsorships
- Create and update contact lists

### **Qualifications and Skills:**

- Strong communication skills (written and verbal)
- A working cell phone
- Reliable transportation
- A solid understanding of social media platforms
- Proficient in Microsoft Office applications and email programs.
- All are welcome to apply. However, experience in Marketing, Communications, Business, or Public Relations is preferred.

### **Contact:**

Applicants must submit a resume with cover letter to:

Casey DeMott, Head of Marketing

Casey.DeMott\_marketing@thekeriannedemottfoundation.com