



Events, Marketing, and Development Internship
2018 Fall Semester

The Arc of the Capital Area is currently seeking an intern to support our marketing and development department. The Arc of the Capital Area is a 501(c)(3) nonprofit organization committed to empowering Central Texans with intellectual and developmental disabilities and their families through compassionate case management and innovative programs.

This internship is a great place to use critical thinking and creative problem-solving skills, gain nonprofit management experience, and learn about event planning and marketing firsthand.

Responsibilities include helping plan The Arc's quarterly art shows, third-party events, and annual fundraisers, like the Swinging Fore The Arc with Ed Clements golf tournament and The Arc's Art Celebration & Auction. You will assist in coordinating logistics, marketing the event to the Austin community, and securing donations from local businesses.

Other projects include maintaining contact and donor databases, editing marketing materials, community posting for our art studio classes and openings, assisting with day of events, and researching ways to get more involved with the community and businesses that support our mission and offer volunteers to our organization.

Candidates for the internship will have some experience with marketing, event planning and/or development relations. Strong verbal and written communication skills are important to this position as well. Ideal candidates should also be able to learn quickly, ask questions when needed, and take initiative in a fast-paced work environment.

This internship is for the fall 2018 semester. We ask for a commitment of 15-20 hours per week; however, we are willing to be flexible to accommodate academic schedules.

Internship candidates are strongly encouraged to visit The Arc of the Capital Area's website www.arcaustin.org to become familiar with the organization.

Please apply at www.arcaustin.org/our-missionvision/careers/.