

**PE4life**  
**SPRING 2010 POSITION DESCRIPTION**

**TITLE:** Marketing Intern

**REPORTS TO (title):** Communication and Corporate Development Manager

**SUPERVISOR'S NAME:** Shanna Goodman

**DATE :** November 23, 2009

PE4life is a national non-profit organization based in Kansas City, MO. Our mission is to develop a country of active and healthy children and youth by increasing access to quality physical education solutions and engaging them in a fun and interactive way.

**Position Description:**

This position is based out of the PE4life National Office in Kansas City, MO. The candidate should have an eagerness to learn and gain experience in a fast-paced, collaborative environment, and possess the following qualities:

- Team player
- Creative thinker
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Attention to detail
- Ability to multitask efficiently and change gears quickly

**Responsibilities**

- Creative writing and creation of graphic elements for marketing and communication materials, press releases, website, newsletters and email campaigns
- Assist in enhancing technical communication resources: webinars, online chats, community forums
- Website development and maintenance
- Assist with special events
  - Event communications to participants
  - Create and distribute fliers, invitations and additional materials in promotion of event (compile and add contact lists to Salesforce database) materials- evaluations, questionnaires, speaker profiles, programs
- Meeting coordination and travel preparations
- Various administrative functions, such as phone support
- General admin support in marketing and communications, including research and database maintenance

**Qualifications**

Candidate must be proficient in the use of a personal computer, including Microsoft Office applications: Excel, Word, Outlook and PowerPoint. Must be in a Bachelor's program from four-year college or university or equivalent combination of education and experience.

**Salary and Benefit Information:** A stipend is available in the amount of \$2,000 for the spring 2010 semester. Candidate must be available at least 15 hours per week. We can also provide any documentation needed to receive course credit.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.