



Child and Family
Resource Council

CHILD AND FAMILY RESOURCE COUNCIL

Internship Program – Open Position: Marketing Department

The Child and Family Resource Council is a nonprofit organization located downtown Grand Rapids, Michigan in the Riverview Center. For more than seventeen years, the Council has worked to support families and *to shape a community that protects children from child abuse and neglect.*

Internship Opportunity

The Council is fortunate to have dedicated interns and volunteers who donate their skills and time. An unpaid internship opportunity currently exists for a student wishing to gain experience in the **Marketing** field. The intern will report to the Program Project Manager while working on a larger team to provide support to other areas of the organization as needed, including fund development, event planning and programming. The intern will gain experience in print design, web content editing, copywriting, public relations, fund development, and project management.

Requirements

- Working knowledge of QuarkXPress and/or InDesign page layout software
- Knowledge of design concepts
- Knowledge of server systems
- Interest in working in graphic design, web editing, marketing, public relations, and event management
- Excellent verbal and written communication skills
- Ability to multitask and effectively manage time
- Ability to work on a team
- Commitment to at least 15-20 hours per week per semester

Please submit a cover letter, resume and three references in one of the following ways:

Mail to:

Marketing Internship Position
Child and Family Resource Council
678 Front Avenue NW, Suite 210
Grand Rapids, MI 49504

Email to:

Lesliea@childresource.cc

Fax to:

616-454-2059

RE: Marketing Internship Position

If you have any questions, please contact Leslie Austin at 616-454-HOPE (4673) x125.