

**The purpose of the internship:**

Your role in this internship is essential in supporting AASI with our outreach efforts. In this internship, you will help AASI reach a much larger audience, giving us not only name recognition but a relationship with the community at large and increase our donor base. An increasing donor base is vital to the sustainability of the organization, so this internship is significant in its role in helping with this particular goal. As the Community Engagement Intern, you will gain experience in community relations and engagement by assisting with marketing efforts and volunteer programs.

**The duties and essential activities/job functions required:**

Alongside AASI staff, you will be responsible for making a concentrated effort to broadcast AASI's mission across Southern Indiana. To achieve your goals, you will make essential connections to various stakeholders such as local artists, corporate sponsors, volunteers, and potential donors. Your duties include but are not limited to developing and implementing outreach strategies, developing marketing materials, managing and maintaining databases of stakeholders, reaching out to potential donors, contacting volunteers, and events planning.

**Position Requirements:**

- A minimum GPA of 2.5
- Junior or Senior class standing
- A field of study related to marketing, branding, communications, and/or nonprofit work
- Sincere interest in the arts
- Openness to inclusive and accessibility centered practices
- Basic knowledge of spreadsheet software preferred but not required

**Physical requirements:**

- This position will require you to use a computer for hours at a time.
- You may be required to come to various events.
- You may be asked to lift items up to 50 lbs, but your ability to do so is not a factor in our hiring criteria.

**Internship Details:**

This will be discussed and determined based on course credit requirements and need at AASI. All training will be on the job, and come from your mentor and the ED. You may be given further material on a as needed basis. This internship is unpaid at this time.

**Supervisor:**

Joyce Barbour will be your main contact and mentor for your internship. Brian Bell and Joyce will be carrying out the interview process.