Community Education Assistant
Location: Oakland
Rate: $9/hr

General job functions:

The Community Education Assistant is responsible for supporting Community Education staff with campaigns and special projects which promote donor designations on the Donate Life California (DLC) and Donate Life Nevada (DLN) registries, and communicates the benefits of organ and tissue donation and transplantation in the communities served by CTDN.

This position requires a highly organized and resourceful person with excellent written, visual and verbal communication skills. This individual should demonstrate initiative to suggest and implement ideas in a team environment which lead to achievement of department and CTDN objectives. This person should also possess skills to determine steps needed to accomplish assigned tasks and execute them, keeping supervisors and colleagues informed while maintaining deadlines.

JOB DUTIES AND RESPONSIBILITIES:

1. Research and compile data as it pertains to community education, communications, and/or volunteer programs.

2. Assist in event coordination including, but not limited to, developing themes and concepts for events, execution of support materials for events and campaigns, information gathering, materials requests, logistics coordination and follow-up.

3. Assist with volunteer program trainings, training materials, and communications.

4. Assist in communication strategies such as media engagement, special media events and targeted media plans.

5. Provide input on content of marketing materials, social media sites, website, newsletters and other publications.
QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES:

This internship requires a proactive team player who upholds CTDN core values which include teamwork, integrity, and passion. This individual must possess strong interpersonal and priority-setting skills. This position requires strong attention to detail, written, visual and verbal communication skills. Ability to work in fast-paced, dynamic environment and to adjust to new priorities is required.

EDUCATION AND/OR EXPERIENCE:

Required: Community college students, junior, senior or graduate student in college majoring in communications, journalism, visual arts, marketing, or public relations.

Preferred: Bilingual (particularly Spanish), strongly versed in marketing, sales, social media, and/or video and photo abilities, including post production. Previous internships and or college level experience in marketing or communications.

Other: Proficient use of current technologies, including, but not limited to, the following office equipment: personal computer, fax machine, calculator, photocopier, audio and visual equipment and current LAN-based and portable communication devices.

Proficient in all Microsoft Suite products including Word, Excel and PowerPoint. Adobe Photoshop/Illustrator/Suite experience a plus. Interns are expected to work a minimum of 20 hours per week and must be available to work at least 2 days per week for the duration of at least 3 months. Must have ability to travel within the CTDN service area by car.

For IMMEDIATE CONSIDERATION, please apply on-line:
https://ctdno.wufoo.com/forms/zh9qq971y9tokc/