

**Job Description: Heights Parent Center**  
**Student Intern in Non-Profit Marketing, Fundraising and Governance**

**Organizational Overview:**

Heights Parent Center is a not-for-profit family education, support and resource Center located in Cleveland Heights and serving families of young children throughout Cuyahoga County. *Its mission is to support and promote the healthy development of families and children in the belief that strong families build strong communities.* HPC programs build on existing family strengths by enhancing parenting skills, increasing parental confidence, building family literacy, promoting positive communication and interaction within and between families, reducing isolation, and making informal referrals to helpful community resources. [www.heightsparentcenter.org](http://www.heightsparentcenter.org)

**Position Description:**

Heights Parent Center is seeking an unpaid student intern to assist with marketing, fundraising and governance functions for approximately 10 hours a week during the 2008-09 school year.

Marketing: Assist with identification of contacts and distribution of promotional literature to relevant referral sources. Write press releases and online stories, newsletters and monthly email blasts to our Constant Contact email list. Develop creative ways to market the organization.

Fundraising: Assist with follow-up phone calls to people who have attended informational sessions, write fundraising letters and assist with fall mailing. Help with planning and implementing a benefit/fundraising event.

Governance: Work with a committee of the Board to research and identify needed organizational policies, gather samples from other organizations and write policies for HPC. Research and recommend adjustments to internal controls for financial operations. Assist with writing and implementing a new strategic plan.

**Qualifications:**

- Graduate student or experienced undergraduate in relevant field (non-profit management, social work, education etc.)
- Excellent oral and written communication skills.
- Personal qualities of initiative, organization, completion, reliability, flexibility, curiosity, energy and collaboration.
- Ability to work with a range of people and show sensitivity to individual differences.
- Commitment to the mission of healthy family development.
- Availability to work an occasional evening and weekend as needed.

Please email or fax resume and cover letter to:  
[loliver@heightsparentcenter.org](mailto:loliver@heightsparentcenter.org) or 216-321-7056