

SUMMER COMMUNICATIONS INTERNSHIP

Sponsored by ExxonMobil



ARLINGTON COMMUNITY
FOUNDATION

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The Arlington Community Foundation announces the availability of a paid internship sponsored by ExxonMobil's Community Summer Jobs Program. Learn about philanthropy and sharpen your communications and marketing skills this summer at the Arlington Community Foundation, a nonprofit organization dedicated to meeting community needs through philanthropy.

Responsibilities

- Review the Foundation's internal and external communications and develop a style guide.
- Edit existing and create new website content.
- Develop templates for website pages.

Qualifications

- Requires at least one year of college and must be returning as a full-time undergraduate in the Fall, 2007 semester
- Experience and interest in communications, marketing and graphic/web design.
- Interest in the nonprofit community and philanthropy
- Good writing skills and ability to work independently
- Website development helpful.

Schedule

- Thirty five hours per week for eight weeks starting in May or June 2007

Stipend

- \$2,000 sponsored by ExxonMobil's Community Summer Jobs Program

How to Apply

Send resume with cover letter to Tracy Shelby, Arlington Community Foundation, 2525 Wilson Boulevard, Arlington, VA 22201 by April 3, 2007. Our offices are Metro accessible! Direct any questions to 703-243-4785 or info@arlc.org