

Alice Aycock Poe Center for Health Education Job Description for Student Internships

Position: Intern for Development and Promotion

General Description:

Students majoring in marketing, business, education, psychology, and other related programs will experience a dynamic, creative, interactive environment to practice skills they've learned in college courses. They'll join an energetic team of professionals who strive to carry out the mission of the Poe Center. The Alice Aycock Poe Center is a non-profit organization dedicated to providing comprehensive programs and resources in healthy lifestyle education for all youth in North Carolina.

Duties and Responsibilities:

- Complete at least one project that is designed with the Development Director
- Assist with Center activities related to promotion, publicity, grant research and other on-going work.
- Assist Development Director with community special event.
- Assist the Development Director with designing marketing materials.
- Assist the Development Director with prospecting for potential donors

Skills Needed:

- Interest, training or experience in working with marketing concepts.
- Interest, training or experience in grant research and writing.
- Interacts well with co-workers, visitors, and community
- Ability to adapt to working in a range of situations

If you are interested in this intern position please contact
Ashley Orlovich at 919-231-4006 ext. 306 or a.roberts@poehealth.org.

About the Poe Center:

The Alice Aycock Poe Center is a non-profit organization dedicated to providing comprehensive programs and resources in healthy lifestyle education for all youth in North Carolina. Since opening in Raleigh in 1991, the Poe Center has educated over 550,000 participants from 57 counties using state-of-the-art teaching, exhibits and learning theaters. By engaging in fun, highly interactive lessons, preschoolers, school-age children and adults receive age-appropriate information on a variety of health topics, including nutrition, dental health, general health, family life and drug education. The Poe Center is located on Sunnybrook Road near WakeMed Hospital. For more information visit www.poehealth.org or call (919) 231-4006.