

# Alice Aycock Poe Center for Health Education

## Job Description for Student Internships

**Position:** Intern for Non-Profit Management

### General Description:

Students majoring in Non-Profit Management and other related programs will experience a dynamic, creative, interactive environment to practice skills they've learned in college courses. Students will experience the inner workings of a non-profit 501 c(3) including exposure to advocacy, business functions, continuing education, networking, communication and development. They'll join an energetic team of professionals who strive to carry out the mission of the Poe Center.

### Duties and Responsibilities:

- Assess current nonprofit processes and make recommendations for improvement
- Research and revise appropriate, functional policies and procedures for facility manual and HR manual.
- Assist in research and writing grant proposals
- Assist in volunteer management programs
- Assist in developing new admissions and donors to the organization
- Attend Board of Director meetings when requested
- Assist in administrative and office duties
- Participate, when requested, in events or programming outside normal business hours
- Communicate with students, teachers, volunteers, staff, donors and board members in a positive and courteous manner
- Collect data, prepare charts and reports for Executive Director and Board
- Prepare, print, copy and mail all internal and external written correspondence for the Executive Director

### Skills Needed:

- Ability to multi-task and meet specific deadlines
- Experience in utilizing social media
- Creativity and the ability to use little resources for big results
- Exceptional computer skills
- Prefer experience in non-profits and volunteerism.
- Prefer experience in grant research and writing.
- Interact 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  
**Ann Rollins at 919-231-4006 ext. 302 or [a.rollins@pohealth.org](mailto:a.rollins@pohealth.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 900,000 participants from 76 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](http://www.poehealth.org) or call (919) 231-4006.