

Comprehensive Therapy Center

A Place to Grow... Helping children to walk, talk, learn and play.

Date: April 15, 2011

Non-profit Marketing and Development Intern: Marketing, Program Development, Fund Raising Experience

Type: Unpaid Internship, open to college credit

Website: <http://therapycenter.org>

Reply to: Summer Hodgman: shodgman@therapycenter.org

Opportunity Description: Comprehensive Therapy Center offers the West Michigan community speech-language pathology, occupational therapy, sensory integration and motor therapies. Therapy and Fun, our award-winning summer outreach program and our school-based special education services help more than 300 children with special needs each year. To find out more about us, please visit our website at <http://therapycenter.org>.

The Marketing and Development Intern will play a key supporting role in carrying out program development, marketing and fund-raising activities.

Internship Responsibilities:

- Assist with the planning and facilitation of promotions and special events;
- Brainstorm and write creative marketing/promotion press releases, stories, and posts for print and social media;
- Design and carry out a small fund-raising project of your own;
- Prepare cultivation materials and mailings for individual, foundation, and business donors;
- Evaluate and summarize program data;
- Assist with evaluating individual donors for growth potential;
- Other duties as assigned.

Requirements:

- Motivated and able to work both independently and as part of a team.
- Strong written, organizational and research abilities.
- Excellent interpersonal and communication skills.
- Strong technology skills, including familiarity with word processing software, social media platforms, and Google Docs. Able to adapt to multiple operating systems. Creative applications experience (especially InDesign and Photoshop or Gimp) experience is a plus.
- Able to drive to different work locations in Grand Rapids.



2505 Ardmore SE Grand Rapids, MI 49506
p: [616] 559-1054 f: [616] 559-1056
www.therapycenter.org

