

Celebrating 60 years

**eliminating racism
empowering women**
ywca

4601 Corona Drive • Corpus Christi, TX 78411
(361) 857-5661 • Fax (361) 857-0254
www.ywca.org/corpuschristi

Title of Position: Facility Marketing/Sales Intern

Description of Position

Duties:

- 1) Generate marketing plan for facility rentals,
- 2) Assist in preparing and distributing promotional materials to include, emails, newsletters, and mailings,
- 3) Assist Fitness Director with promotions and preparation of facility marketing
- 4) General office duties as needed per departments
- 5) Responsible for communications to business community regarding facility availability.

The YWCA expects all of its interns to act with honesty, integrity and professionalism in accordance with the company's high standards of ethical conduct, to respect the company's rules and policies, and to know and accept the company's rules and policies and contribute fully to their attainment.

Qualifications:

Our guidelines for the program are as follows:

- 1) Students must be enrolled in undergraduate or graduate school.
- 2) Students must be eligible to earn credit through the college or university they are currently attending by submitting a letter of credit eligibility from their Academic Advisor or Department Chair indicating how many credit they will earn.

Besides commitment, enthusiasm, personal drive, the ability to take direction and constructive criticism, and a willingness to learn, an intern must have completed their sophomore year in college and carry a cumulative GPA of at least 2.5 on a 4.0 scale. Experience with Microsoft Office and other software applications is helpful. Applicants must also demonstrate effective communicative abilities, both written and verbal.

Compensation: This is a non-pay internship program. Interns will earn college credit according to the structure of the internships. In addition, interns benefit from meaningful work experience, possibly leading to future, full-time employment.

Hours: 25 to 40 hours per week. Scheduled working hours will vary depending on the assignment.

Duration: In general, internships last 12 weeks, specific programs will vary.

Summer: May 15 – August 15

Fall Semester: September 15 – December 15

Spring Semester: January 15 – April 15:

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Deadline for Application:

Summer – March 15, Fall Semester – June 15,
Spring Semester – November 15

Applications must include the following: resume, personal statement addressing goals and expectations, two professional references and one personal reference (non-family members).

Contact Information:

Please address inquiries and all application materials to:

Nancy Wesson-Dodd
Executive Director, YWCA
ATTN: Internship Program
4601 Corona Drive
Corpus Christi, TX 78411
Email: nwdywca@ywcacc.org

Mission of YWCA:

YWCA Corpus Christi is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all.

For Additional Company Information: www.ywca.org