

Internship Opportunity: Special Events/Marketing Intern

The Domestic Violence Service Center is currently seeking candidates for an internship position supporting our Special Events and Fundraising and would like to offer this opportunity to interested students at (University/College name). This would be an ideal opportunity for any students interested in gaining marketing/events experience in the not-for-profit sector.

About DVSC

Domestic Violence Service Center is a private, non-profit organization serving Luzerne and Carbon Counties, whose purpose is to work toward the elimination of domestic violence. Since 1976, the Domestic Violence Service Center has been providing supportive services to victims and survivors of domestic violence.

DVSC helps victims of domestic violence by providing emergency shelter and transitional housing programs for battered women and children and/or homeless women and children. DVSC also provides 24-hour hotlines for information and referral, crisis intervention, support and follow-up counseling; individual and support group counseling, educational and life skills programs, advocacy with other agencies on behalf of individuals, accompaniment to court hearings in Protection From Abuse matters, children's program activities, parenting classes and community and professional education programs.

About the Internship

DVSC is looking for an enthusiastic and committed student interested in supporting our Special Events and Fundraising efforts. DVSC hosts a number of special events throughout the year, such as our annual Golf day and Comedy night, as well as involvement in a number of local events from concerts to classic car shows.

We are seeking an intern with the following abilities/skills:

- An outgoing personality, comfortable making phone calls, picking up donations and sending solicitation letters.
- Able to provide support on-site on the day of events.
- An understanding of Microsoft office software – to create spread sheets or documents to send/track solicitations.
- A basic understanding of event planning.
- Availability during day hours and for events.

Internship start date: ASAP. Hours can be flexible to student schedule.

For more information or to apply for the internship, please encourage your students to contact Louise Keller on (570) 823-6799 ext. 238 or by email to lkeller@dvsclc.org to arrange an interview.