



POINTS OF LIGHT

Social Media and Scheduling Intern, Points of Light – Corporate Institute (Washington, DC)

About Points of Light

Points of Light is the world's leading volunteer organization, with more than 20 years of history and a bi-partisan presidential legacy. Our mission is to inspire, equip and mobilize people to take action that changes the world. We connect people to their power to make a meaningful difference, by providing access to tools, resources and opportunities to help volunteers use their time, talent, voice and money to meet the critical needs of our communities.

About the Corporate Institute

The **Points of Light Corporate Institute** enables companies to engage their employees and customers in service to the communities in which they do business. It is the go-to organization providing resources, consulting services and on-the-ground activation to companies around the work seeking innovative, multi-channel engagement in Employee Volunteer Programs, Skills-Based Volunteering and hands-on service.

About the Executive Director

Jackie Norris is the Executive Director of the Points of Light Corporate Institute and leads the corporate strategy and employee engagement programs.

Prior to that, Jackie served as the Senior Advisor to the CEO at the Corporation for National and Community Service and as Assistant to President Obama and Chief of Staff to First Lady Michelle Obama. Jackie helped to develop a strategic plan to address the issues the First Lady is involved with including healthy eating, national service, military family and women in the workplace. Jackie has served as a trusted advisor to various political candidates and most recently led Iowa to an Obama victory in the 2008 presidential campaign as the Iowa State Director.

Jackie also served as a high school government teacher and still works with young people as an adjunct professor at American University. She was awarded the James Madison Fellowship in 2005, which supports the graduate study of American history by aspiring and experienced secondary school teachers of American history, American government, and social studies. Jackie has a bachelor's degree from SUNY College at Geneseo and a Masters in Political Science from Iowa State University. She serves on the Leadership Council for the Impact Center and is a member of the U.S. Commission on Presidential Scholars.



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Internship Description: The social media and scheduling intern at Points of Light (DC Office) will be working directly with the Executive Director of the Corporate Institute. This person will be responsible for increasing our social media presence and getting visibility for our brand. The intern will also assist in scheduling meetings, preparing memos and remarks and working on special projects directly with the Executive Director with wide latitude for leadership.

Responsibilities include the following:

- Communicate exciting social media news (internal and external)
- Distribute content to various content websites
- Monitor and engage on various social media platforms
- Scheduling meetings and calls, preparing memos and supporting remarks development
- Special projects as designed by Executive Director and intern jointly

Qualifications:

- Familiar with Twitter, Facebook and LinkedIn
- Passionate about social media and interested in raising Executive Director, Corporate Institute and your profile!
- Friendly and conversational
- Entrepreneurial
- GPA at least 3.0
- Must be detail oriented, team player and somewhat tech savvy
- Fast Learner

Learning Objectives:

- Academic learning applying the knowledge learned in the classroom to the work environment;
- Career development developing knowledge of a position in order to pursue a particular interest or career option;
- Skill development gaining an understanding of the technical skills and knowledge required in the workplace;
- Personal development gaining decision-making and critical thinking skills as well as increased confidence and self-esteem.



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Benefits:

- This is a unpaid part-time internship with a \$500 - \$1000 stipend
- Estimated weekly hours are 12-25 hours per week, unless you have more time than that! (schedule is flexible, but most days will require a minimum of ½ hour, to keep the communication constant) Minimum 4-month commitment beginning early January 2012
- Potential for remote work on certain days
- Opportunities for increased responsibility and to be have a direct mentor relationship with someone committed to your professional development.

To apply: Please send resume, cover letter (including why you're interested in this position and Points of Light) to Jackie Norris at jnorris@pointsoflight.org with INTERN in the subject category.