

INTERN POSITION DESCRIPTION VBSR

To Apply Please send resume, cover letter, and Student Forms to:

tarap@VBSR.org

Questions? Call: 802-862-8347 Cell: 802-355-7461

Business Name: Girl Zone Corp.

Position Title: Graphics/Marketing Intern

Opening(s) Available: 1

Hours per week: flexible, 50 Hour Project

Pay: \$ 6.55

Mission Statement: Girl Zone is hip and healthy website for girls ages 12 – 17. Girl Zone is about the whole girl. While most traditional media for teen girls offer up mostly beauty, boys and fashion, Girl Zone offers content related to all aspects of a girls life. We want girls to feel good about who they are now and their potential for the future. We aim for diversity of images - color, size, etc. We want the images to look hip and for an older, mature audience. Try not to use images of girls that are very thin or two "perfect" looking.

Main Focus: (Check All That Apply)

Administrative	Sales X
Project Management	Marketing X
Business Development	Public Relations X
IT	Graphic Design X
Engineering	Sustainable Energy
Restaurant/Hospitality	Retail/Grocer
Other:	
Project Name: (if Applicable)	

Brief Description: (Please Write Specifics of Job Duties) The position includes marketing and graphic design duties. Girl Zone graphics need updating and we need new graphics. The job also includes promoting the site to girls online in a variety of grass roots marketing ways – using social media, press releases and reciprocal links to other sites.

Qualifications:

Skills, Attributes, and Knowledge Desired (Check All That Apply)

Phone	Independent Work X	Graphic Design X
Public Speaking	Team Work	Education/Teaching
Project Management	Administrative Skills	Writing Skills X
Data Entry	Research/Research Analysis	Multi-Tasking X
Customer Service	Fund Raising	Outdoors Skills
Computer/Technical X	Knowledge of Law	Other:
Political	Artistic/Creativity X	
Environmental Knowledge	Science	
Management	Publicity X	
Good With Numbers	Works Well with People	

Supervisor: Mary Jo Reale

Benefits/Training Opportunities: Experience working on a website. Building a portfolio.

Directions and Public Transportation Available:

The intern would need to work from home or school. It is an independent position. There is lots of e-mail communication and occasional face to face and phone calls, but there is no office location.

Additional Information/Comments: N/A

Position is available to be broken out for either graphics OR marketing – but for fewer hours.