

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: Digital Wish

Position Title: Press and Social Networking Manager

Opening(s) Available: 1

Hours per week: 25-40

Pay: \$10/hour

Mission Statement: Digital Wish is a non-profit public charity with a mission to modernize American classrooms and prepare students for tomorrow's workforce.

Digital Wish has been described as "...a facebook for teachers." Teachers write and share lesson plans and make their technology wishes public on www.digitalwish.org. Online donation features allow anyone to make a tax-deductible donation to a school for classroom technology, or purchase items directly from a teacher's wish list (similar to a gift registry). Behind the scenes, Digital Wish strives to make teachers' technology wishes come true. We also run a constant stream of contests and give grants to classrooms across America.

Main Focus: (Check All That Apply)

Administrative

Project Management

Business Development

IT

Engineering

Restaurant/Hospitality

Other: Grant Writing

Sales

Marketing

Public Relations

Graphic Design

Sustainable Energy

Retail/Grocer

Project Name: (if Applicable) Social Networking

Brief Description: (Please Write Specifics of Job Duties)

Digital Wish, is seeking an intern to manage our press efforts and also to develop communities of donors and teachers through social networking.

Press duties may include managing contacts, communication with local and national print and television media, and fostering relationships with media members to secure press coverage. Under the supervision of the Production Manager, the Press Intern will work with educators to establish "success stories" and create (and adhere to) a press schedule.

Social Networking duties may include managing and tracking bloggers, FaceBook Causes, Twitter postings, and researching all new social media

opportunities. Most importantly, the intern will participate in the creation of viral marketing campaigns to generate donations that make teacher's classroom wishes come true.

There is the potential for full-time, permanent employment after the first year, so it would be a good fit for a recent graduate or a student in her or his senior year. After a year, the Press Intern should have a fantastic collection of press clippings secured as well as writing samples, viral marketing successes, and school case studies.

The Successful Candidate will:

- Be comfortable and professional on the phone
- Have excellent organizational and time management skills
- Be able to efficiently manage multiple projects simultaneously
- Be committed to Digital Wish's mission to modernize U.S. education
- Possess excellent computer skills
- Be available to work a minimum of 25 hours per week, M-F
- Be obsessed with social networking mechanisms.

Qualifications:

Successful candidates will have good marketing and computer skills, and be able to easily articulate written ideas. A 4-year college degree (or pursuit of) is required. Interest and experience in social networking, education, and technology is preferred.

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

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

Supervisor:

Kendra Ericson, for press duties.
Lindsay McFillin, for social networking.

Benefits/Training Opportunities:

We will train. Although there are no formal benefits for interns, all staff shares the local garden crops! A successful intern has the potential to transition into a full-time position.

Directions and Public Transportation Available:

Digital Wish Corporate Offices:

Sunderland, VT 05250

www.digitalwish.org

There is no public transportation. We are located about 5 mile south of Manchester, Vermont. From Manchester, proceed south on Rt. 7A. About 1/4 mile past the Equinox Hotel, turn left on River Road (River Road turns into Sunderland Hill Road). We're on the left about 3 miles from 7A.

Additional Information/Comments: N/A

This position is located in our scenic Vermont offices in Sunderland. We are a woman-owned, equal opportunity employer.