**Organization offering internship:** Verde Valley Caregivers Coalition –
A nonprofit that provides services to help older adults in need of assistance to maintain their independence and quality of life at home.

**Contact information (name/address/email/telephone):**
Linda M. Clark
299 Van Deren, Suite 2, Sedona, AZ 86336
Phone: (928) 204-1238
Fax: (928) 203-9503
Email: lindaclark@vvcaregivers.org

**When internship is to take place** (Fall, Spring, Summer, Ongoing):
Ongoing

**Type of Internship Offered** (Internship Title and Responsibilities):
Communications/Event Assistant
Duties to include: media relations, event promotion and publicity, external communications, website, and social media.

**Paid/Unpaid** (if paid, please put type of payment e.g. stipend or salary):
$800 stipend per semester.

**Total number of hours of work per week:** 10-15 hours.

**Total number of weeks** (an academic semester for fall or spring is 16 weeks long, for the summer it is 12 weeks long):
16 weeks - fall/spring semesters; 12 - weeks for summer

**Special skills required** (e.g. web design, Excel, Powerpoint, etc.):
Excel, PowerPoint, Publisher, web design, photography a plus.

**Please provide any additional information for interested students:**
Intern will assist the Development/Communications Manager. Great opportunity to help promote an organization that has developed a volunteer model to solve an important social issue.

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Students must have a minimum of a 2.5 GPA (on a 4.0 scale) and be seniors (89 credit hours) in order to qualify for formal internship credit. Students who have not achieved senior status are able to qualify for formal internship credit on a case-by-case basis.