**College of Social and Behavioral Sciences**

**School of Communication Phone: 928-523-2232**

**PO Box 5619 Fax: 928-523-1505**

**Flagstaff, AZ 86011-5619**

**Internship Information Guidelines**

**Organization offering internship**: Verde Valley Caregivers Coalition –

A nonprofit that provides volunteers to help older adults in need of assistance to maintain their independence and quality of life at home.

**Contact information**:

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, and event planning/coordination.

**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, 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 is developing a volunteer model to solve an important social issue.

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.