



Membership/Marketing Assistant Volunteer

We are looking for interns with energy, personality, and dedication to assist with our marketing, public relations and membership sales efforts.

Qualifications:

- You need to be ambitious, a good communicator, and not afraid to ask questions.
- Can work without constant supervision, but must be a team player.
- Strong writing ability and a pleasant phone manner is a must.
- Computer skills: must be familiar with Microsoft Office programs such as Word, Excel and Publisher. Should also have a background in social networking sites – Facebook, Twitter, Flickr, YouTube, etc. Knowledge of graphic design software, video editing, HTML coding, and video editing is a plus.
- High energy is a good thing – you will be a member of our small team and will be expected to work hard and fast.

Duties and Responsibilities:

- Makes out-bound reminder calls to members who have recently, or will soon lapse.
- Completes paperwork and data entry for new Members and renewals.
- Provides other basic administrative support, and participates in other Membership and
- Marketing projects as necessary.
- Must have excellent phone and communication skills (fluent in English.)
- Must possess good sales skills and is comfortable with “soft sell” of membership Product. Must be able to talk about membership product as well as inform/inspire others about the Science Center and its offerings.
- Must have basic working knowledge and comfort level with computers and other basic office equipment

A background in marketing, public relations or communications is preferred; knowledge of science is not necessary but the willingness to learn is a must. Approximately 15 hours per week; small stipend offered. Business casual dress code.

To apply, send a cover letter, two writing samples and resume to hr@ctsciencecenter.org.