



Corporate Membership Management Internship

Objective

To gain experience in marketing, sales and management by assisting the People Person (Volunteer and Corporate Membership Manager) with the Corporate Membership Program and volunteer program.

Internship

Internship would begin in January 2012 and continue through July 2012. This is a full-time position; regular office hours are 9:00 a.m. to 5:00 p.m. Occasional overtime and extended hours should be expected leading up to and during events, including nights and weekends. Start and end dates, as well as office hours, are somewhat flexible depending upon program requirements.

Compensation

A maximum of a \$1,000 stipend per 15-week block, housing, college credit, and an all-access pass to Festival events.

Possible Responsibilities

- Call on existing and previous Corporate Members for renewal
- Prospect for new Corporate Members
- Fulfill Corporate Member benefits
- Assist with volunteer recruitment, retention, training and data entry
- Various other tasks as assigned

Qualifications

- Currently enrolled or recently graduated from an accredited college or university
- Excellent organizational skills
- Proficiency in Microsoft Office software
- Effective oral and written communication skills
- Positive attitude, enthusiasm, and team spirit
- Experience in coordinating events or other programs is a plus

To apply

Send application, cover letter and resume by December 1, 2011 to:

National Cherry Festival
Mandy De Puy
Director of First Impressions
250 E. Front Street, Suite 301
Traverse City MI 49684