

Support the Growth & Planning of a Major Special Event.

Support the Mission of Camp Summit Through Marketing & PR Projects

**Apply by
March 30, 2011**

**Paid
Internship
for
Development &
Special Events
Associate**

**June 20—August 12, 2011
8 Weeks—\$2800
(35 Hours per Week)
in Summer 2011**

Job Responsibilities & Opportunities

- Research new sponsors to increase revenue potential of the event
- Learn how to write and submit proposals requesting support
- Assist in special event committee development
- Assist in the development of collateral pieces
- Develop and implement community outreach, write press releases, manage social media
- Learn program and produce mass email communications
- Plan the summer camp staff recognition banquet

Qualifications

- Undergraduate college student returning to school in the fall as a full time student with at least a Junior status
- Strong computer skills, including Microsoft Office Knowledge of InDesign and Photoshop a plus
- Mature and professional interpersonal skills
- Creative, flexible and enthusiastic with effective communication skills

**Internship made possible by
ExxonMobil Community Summer Jobs Program**



TO APPLY, PLEASE SEND RESUME AND COVER LETTER TO:

Camp Summit

ATTN: Bonnie Webb

17210 Campbell Road, Suite 180W

Dallas, TX 75252

RE: ExxonMobil Community Summer Jobs Program

Fax: 972-620-1945

E-mail: b.webb@campsummittx.org

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