Position Title: Intern - The Interfaith Observer (TIO)
Department: Office for Institutional Advancement
Supervisor: VP for Advancement
Status: Non-Exempt
Date: February 1, 2015

Primary Position Purpose
Assist with the upgrade and administration of the TIO online newsletter, including weekly meetings with the editors, updating existing online resources, handling social media and usage statistics, and researching and developing relationships.

Duties and Responsibilities
- Meet 1 hour every other week (by Skype or in person) with TIO editorial staff
- Read back-issues and embed categories and tags; help develop a user-friendly archive/index/library of online resources
- 1-2 hours per week analyzing and reporting Google Analytics and Mailigen statistics
- 2-3 hours per week handling social media responsibilities
- Assist with community outreach to partners, prospects and professional organizations
- Help identify and develop potential funding sources, including foundation grants

Qualifications / Experience
- Currently enrolled GTU student
- Some knowledge of website administration and email analytics preferred but not required
- Light Content Management System (CMS) and HTML coding experience preferred but not required
- Strong interpersonal skills, including both verbal and written communication skills
- Excellent attention-to-detail and follow-through skills
- Ability to work both as part of a team and work independently, comfortable being supervised and having work reviewed

Scheduling
12 hours per week flexible, ability to meet weekly online or in person required. $12 per hour, work-study eligibility not required.

How To Apply
Don’t hesitate to call if you have any questions about the position. All interested parties are encouraged to apply. Submit a copy of your resume and brief cover letter to:
Christopher Cox
Associate Director of Development
ccox@gtu.edu / 510-649-2531