



# DETROIT AREA AGENCY ON AGING

## GREAT OPPORTUNITY

<b>TITLE:</b>	<b>DAAA Internship Program</b>
<b>REQUIREMENTS</b>	<p><b>Fund Development / Communication</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• High school Junior – Senior</li> <li>• Freshman – Senior (College)</li> <li>• Minimum GPA 2.7</li> </ul> <p><b>Program:</b></p> <ul style="list-style-type: none"> <li>• An on-site work experience directly related to career goals and /or field(s) of interest</li> <li>• Supervised, emphasizing learning and professional development</li> <li>• Evaluative, provides system for feedback and communication</li> <li>• Paid / Part-Time, not for credit</li> <li>• June 15, 2020 – August 14, 2020</li> </ul> <p><b>Qualification / Requirements:</b></p> <ul style="list-style-type: none"> <li>• Assist with social media, emails marketing, event flyers design</li> <li>• Must exhibit good oral and written communication skills</li> <li>• Data entry and donor research</li> <li>• Support fund development with special projects and fundraising events</li> <li>• Ability to work independently and as part of a team</li> <li>• Ability to respect confidentiality and ethical boundaries with regard to guidelines</li> <li>• Prepare mailing materials for events</li> </ul> <p><b>Servant leadership:</b>            The individual should have exceptional listening skills, high level of energy and integrity; compassion for elderly and the community as well as the staff; is centered and mature; exercises durability, adaptability, and a sense of humor. Values fun in the workplace as an integral instrument of staff motivation, and operates with a spirit of excellence.</p> <p><i>The Detroit Area Agency on Aging is committed not to discriminate against any employee or applicant for employment, training, education or apprenticeship with respect to his/her hire, promotion, job assignment, tenure, terms, conditions or privileges or employment because of religion, race, color, national origin, age, sex, height, weight, familial status, marital status, creed or handicap</i></p>
<b>SUBMIT:</b>	Resumes to Human Resource
<b>CONTACT:</b>	Human Resources
<b>E-mail</b>	<b>Humanresources@daaa1a.org</b>
<b>CLOSING DATE:</b>	<b>February 29, 2020</b>