



## Marketing Internship

Are you looking for an internship opportunity that directly impacts the community you live in? How about an opportunity to build new skills and add to your portfolio? Center for Active Seniors (CASI) helps bring essential services to older adults in our community.

### DESCRIPTION

Center for Active Seniors, Inc. (CASI) seeks a highly motivated, self-starting student who is passionate about seniors. The Communications Intern will provide hands-on support to the Marketing Department and gain valuable skills on interviewing, press clippings, writing, marketing, and special event fundraising. This opportunity is available at the CASI offices in Davenport, IA.

**DURATION:** Ongoing

**HOURS:** Flexible but minimum of 4 hours a week required

### DUTIES AND RESPONSIBILITIES

- Assist with writing press releases and donor profiles including interviewing members
- Take a lead role in creating visual reports and presentations for funders/members
- Develop marketing materials to present in the community
- Assist with the creation of promotional flyers for events on Microsoft Publisher and Adobe Creative Suites
- Compile and file press clippings
- Perform light clerical office work duties
- Perform other related duties as assigned by Marketing Department

### QUALIFICATIONS

- Strong attention to detail and ability to handle and prioritize multiple tasks and projects
- Knowledge of Microsoft Office (Word, Excel, Powerpoint, Publisher) and Adobe Creative Suites (Photoshop, Premiere Pro, InDesign, Illustrator)
- Excellent verbal and written communication skills
- Must adhere to professional dress codes at events and in the workplace
- Interested in working with seniors

### PREFERRED QUALIFICATIONS

- Video camera operation
- Video editing

### TO APPLY, SEND RESUME AND COVER LETTER TO:

Attn: Marketing  
CASI  
1035 W Kimberly Road  
Davenport, IA 52806

**This internship is unpaid but class credit is available pending school approval.  
A background check may be required.**