



The Frederick Center, Inc.
PO Box 3231
Frederick, MD 21705-3231

The Frederick Center Intern Position Description

Knowledge

1. Required:
 - a. Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint, Access) and Google Gmail.
 - b. Proficiency with, or have the ability to learn, social media applications such as Facebook, Twitter, Instagram, etc.
 - c. Proficiency with, or have the ability to learn, web page programming skills.
2. Preferred:
 - a. Proficiency with specialized applications such as EventBrite and Mail Chimp.

Experience

1. Required:
 - a. College degree or college enrollment (it is understood the internship may occur during the summer or during a year or semester off).
2. Preferred:
 - a. Prior part-time or full-time employment in any capacity.

Functional Requirements

1. Required:
 - a. Must have a smart phone with which the intern can connect to / work with The Frederick Center account when they are not in the office.

Skills

1. Required:
 - a. Writing skills, including spelling, grammar, and email / business writing
 - b. Organization
 - c. Verbal communication
 - d. Basic math
 - e. Telephone interactions
 - f. Time management



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Abilities/Attitudes

1. Required:
 - a. Self-motivated since there will be minimal day-to-day supervision
 - b. Professional demeanor
 - c. Able to maintain confidentiality
 - d. Honesty
 - e. Patience
 - f. Willingness to learn new tasks / new software applications
 - g. Able to follow up and follow through with / on assigned tasks
 - h. Initiative in suggesting process changes / improvements
 - i. Calm when confronted with discussions / situations that might be emotional or difficult
 - j. Respectful

Work Environment

1. Will be able to work at home or in The Frederick Center Office.
2. There is no dress code, though the candidate is expected to dress in a manner appropriate for the situation.
3. Travel outside of Fredrick County and the counties immediately adjacent to Frederick County is not anticipated.

Duties

1. Required:
 - a. Work ten hours a week / minimum of 120 hours over three months. Will include some evening hours; may include weekend hours via pre-arrangement.
 - b. Attend monthly evening board meetings.
 - c. Meet weekly with one or more Board members to discuss past, current, and planned activities.



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- d. Manage (monitor, relay, respond and, where called for, post) The Frederick Center communications, including:
 - i. Written correspondence, under the direction of Board members and Program Coordinators
 - ii. Press releases, under the direction of Board members and Program Coordinators
 - iii. Email account(s)
 - iv. Social media (FaceBook, Twitter, InstaGram, and other social media outlets)
 - v. Web page, posting / removing items as requested
 - vi. Creating, monitoring, and reporting key performance indicators associated with communications for analysis
 - vii. EventBrite and Mail Chimp activities
 - e. Staff The Frederick Center events, as assigned, including meetings and events organized by The Frederick Center and meetings and events at which The Frederick Center is a participant.
 - f. Represent The Frederick Center at community meetings, as requested.
 - g. Create and then data-enter information into The Frederick Center member Access database.
 - h. Take and post photographs at assigned events / for specified projects.
 - i. Write documentation on processes used for different software.
 - j. Working with one or more board members, develop / enhance professional soft skills.
2. Optional
- a. Speak in front of groups as a representative of The Frederick Center.

Remuneration

\$500 stipend per semester (3 months), payable 50% after 6 weeks and 50% after 12 weeks.

Weekly Documentation

1. Number of hours worked
2. Number of business letters written
3. Number of press releases written / submitted
4. Number of photographs taken
5. Number of social media postings
6. Number of emails received and sent
7. Completion status of Access database
8. Number of database records added
9. Number of events attended
10. Number of speaking engagements