<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Marketing/Clerical Intern</th>
<th><strong>Job Category:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department/Group:</strong></td>
<td>Volunteer Department</td>
<td><strong>Job Code/Req#:</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>1616 E. Commerce St. San Antonio, TX 78205</td>
<td><strong>Travel Required:</strong></td>
<td>SAYL will reimburse for job related mileage and other expenses</td>
</tr>
<tr>
<td><strong>Level/Salary Range:</strong></td>
<td>Un-paid</td>
<td><strong>Position Type:</strong></td>
<td>Intern</td>
</tr>
<tr>
<td><strong>Contact:</strong></td>
<td>Laura Nygaard</td>
<td><strong>Date Posted:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Availability:</strong></td>
<td>flexible, primarily M-F</td>
<td><strong>Posting Expires:</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Applications Accepted By:**

**FAX OR EMAIL:**
(210) 299-1550 or laura.nygaard@sayl.org
Subject Line: San Antonio Youth Literacy Intern Position

**ROLE AND RESPONSIBILITIES**

SAYL is seeking an intern who will be responsible answering telephones, directing calls, and taking messages. Communicate with volunteers and parents to answer questions, disseminate or explain information, and address complaints. Inventory and order materials, supplies, and services. Communicating SAYL branding throughout the organization, redesigning/updating all outreach materials. Assisting with Social Media by posting relevant content and tracking statistical data. Attending outreach events to alert community to volunteer need.

- Answer desk phone and ordering of supplies
- Designing of SAYL outreach material
- Updating and posting on Social Media
- Outreach in the Community
- Support of Marketing and Volunteer Department Staff

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- **MUST BE PURSUING A DEGREE AT AN ACCREDITED COLLEGE OR UNIVERSITY**
- **MUST PASS A CRIMINAL BACKGROUND CHECK**
- **MUST HAVE OWN TRANSPORTATION**

**PREFERRED SKILLS**

- Must have strong communication, organizational, writing, and interpersonal skills
- Competency with Microsoft Word, Excel, and PowerPoint
- Experience in public speaking preferred, but not required

**ADDITIONAL NOTES**

Last Updated By: Laura Nygaard  Date/Time: 11/15/2016