

# GIVE. ADVOCATE. VOLUNTEER. LIVE UNITED



The United Way of Central Virginia is seeking an intern to assist the Director of Marketing and Events in graphic design and the development of marketing materials for over 12 annual events; including golf tournaments, volunteer initiatives, festivals and holiday parties. This position would also help develop materials for our 2015-16 marketing campaign. This internship will provide a thorough understanding of the development of marketing materials through a large non-profit organization.

Interns will also achieve an overall understanding of how various United Way agencies meet the needs of Central Virginia by being an active participant in meetings and everyday office operations.

Specific events include:

- Lynchburg Cooks for Hunger Relief
- Annual Harris Corporation Golf Tournament
- Annual Day of Caring
- Annual Williams Company Golf Tournament
- October Food Drive for Hunger Relief
- Babcock & Wilcox Poker Run
- Holiday Open House
- The Red Carpet Gala

Specific duties for scheduled events will include development of promotional material, logistical support, data entry, tracking outcomes, running event related errands, etc. Additional organizational duties may include attending meetings, answering phones, reception, collating data, distributing materials, and other duties as assigned.

For more information on the events listed visit [www.unitedwaycv.org](http://www.unitedwaycv.org)

## **Contact Information**

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