



## **Schools-Based Summer Intern**

### **Duties and Responsibilities:**

- Synthesize information from several sources and present it in a succinct, easily understood format
- Inputting pictures and documents onto school website
- Develop PowerPoints and related materials for presentation of data
- Conduct research and analysis comparing multiple programs and curricula
- Coordinates administrative and logistical details associated with the day-to-day operation
- Gathers, collects, records, tracks and verifies data and information from multiple sources
- Take an active role in the planning of and participation in the two Summer Intern activities
- Help devise a social media strategy for outreach to 18 to 25 year olds which will include using your social media channels to actively promote Domus

### **Qualifications:**

- Committed to the Domus core principles and Sanctuary Model® commitments
- Effective verbal and written communication skills
- Strong experience with Windows (Word, Excel, PowerPoint)
- Strong technical skills for designing/updating/maintaining websites
- Strong organizational skills
- Self-motivated
- Able to work independently with a limited amount of oversight.
- Concerned about the population we serve