



Communications and Development Internship Description

- Title:** Communications and Development Internship
- Organization:** Miami Music Project
- Level:** Internship
- Compensation:** Course credit and a monthly stipend for travel included.
- Reports to:** Communications and Marketing Manager and Development Manager
- Start Date:** ASAP
- Inquiry:** Please send your resume and cover letter to info@miamimusicproject.org. Please use the words "Communications/Development Intern" in the subject line. Applications without cover letters will not be taken into consideration.
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Miami Music Project, a Florida-based non-profit organization established in 2008, uses music as a tool for social transformation, empowering children to acquire values and achieve their full potential, positively affecting their society through the study and performance of music. Our programming is committed to social development through music education, empowering children and youth to acquire the values necessary to achieve their full potential as citizens, positively affecting society through the study and performance of music.

Duties of the position include:

- Assist in marketing and public relations to efforts to help position Miami Music Project as an industry leader.
- Help promote organization at local events and venues that would help us reach our desired audience.
- Help with preparations and coordination of events such as kick-offs events, concerts, orientation meetings, and fundraising functions.
- Provide “knock your socks off” customer service to all event constituents
- Take part in brainstorming sessions with the intention of having thoughts be valued.

Interns are encouraged to voice their work strengths. We subscribe to the concept that people perform better if they do work they love.

Candidates should:

- Be majoring in a business, communications, education, arts or another relevant field (Recent graduates will also be considered.)
- Display an interest in a career in marketing/communications, development, non-profit sector or social entrepreneurship.
- Have good communication skills – excellent spoken and written English.
- Be Internet savvy and have solid Microsoft Office skills (Word & Excel, in particular.)
- Have a genuine desire to help others.
- Knowledge of South Florida's geography, ethnicity and culture.
- Responsible and prompt.
- Be able to work at least 12 - 15 hours per week, 3 days per week.