

October 24, 2017



Devon-based nonprofit Surrey Services seeks energetic tech savvy student for **Spring 2018** internship. This is an **unpaid internship** and will be worth credit hours. Please check with your advisor about proper paperwork to fill out.

This position is on site with flexible hours/days from 8-3 Monday through Friday. Requirements include:

Proficient in the following:

- Word, Excel, Powerpoint, Publisher, Outlook, databases (Razor's Edge a plus!)
- Basic understanding of office equipment, scanners, copiers.
- You Tube and Facebook Live video posting/editing
- Excellent writing/editing/researching skills
- Marketing/event planning experience

You will assist in:

- Planning our Annual Gala
- Identifying new corporate donors
- Planning lectures/seminar series
- Mailing campaigns

This is a hands on position where you will learn a lot and be surrounded in a creative positive environment. Please contact Maureen Cislo for an interview. 610-647-9774; mcislo@surreyservices.org.

Surrey is located at 60 Surrey Way, Devon PA 19333

Approved For Posting
Office of Student Life