

INDIANA BLACK EXPO, INC.

Celebrating 40 Years of Excellence



Indiana Black Expo, Inc. Intern Positions

Indiana Black Expo, Inc., a nonprofit organization, seeks to immediately fill the following non-paid intern positions with enthusiastic individuals who possess the qualifications relative to each description. The successful candidate will have two years related educational experience relative to the specific description and will be currently enrolled at an accredited university or college. Each successful candidate will complete his/her internship with valuable transferrable experience, knowledge, skills and abilities. Enthusiasm for the organization, organization's events and programs is vital to the success of each position. All detailed intern job descriptions will be available upon request via email.

General Marketing Intern

This position will provide support to the CEO and COO and be responsible for researching marketing trends and assisting with marketing the organization's events and programs. The position will require making cold calls, following up with all media, and other constituents to insure deadlines are met.

Finance Intern

This position will provide clerical and accounting support to the Finance Department. This position will be responsible for keeping accurate records, assisting with accounts receivables and payables, and providing excellent customer service to all customers and clients.

Fund Development Intern

This position provides support to the VP of Development and Advancement for event planning and fund raising efforts for the organization. This position will gather vital information on potential donors, sponsors or funders and will interact and coordinate activities/events with all IBE staff and volunteers. This position will demonstrate discretion at all times and manage confidential information as required.

Ground Transportation Coordinator Intern

This position will assist with developing and preparing individual itineraries for all IBE special guests for programs and events. This position will assist with insuring that the appropriate chaperone ambassador is paired with each guest and the coordination of the drivers. This position will also provide assistance with general clerical work. This position will demonstrate discretion at all times and manage confidential information as required.

General Communications Intern

This position will be responsible for assisting with the communications and public relations needs of the organization. The position will assist with writing and editing speeches, press releases, e-blasts, and presentations. This position will assist with arranging photo opportunities, ordering all advertising, and developing and producing the organization's publications.

Graphic Design Intern

This position will provide marketing support to the organization and be responsible for generating new and inspiring ideas. The position will produce graphic design materials for programs and events that are consistent with the organization's overall look, which will appeal to intended audiences.

Writing Intern

This position provides support to the History Management Coordinator by gathering research materials for IBE's 40th Anniversary Commemorative Magazine, which will be printed in Indianapolis Business Journal's special issue in July 2010. This position will write and edit historical and stylized articles and assist with magazine layout for articles. The position will require assistance with the exhibition elements during Summer Celebration. This position requires close interaction with historians and history-makers as well as media professionals.

IBE Video Production Intern

This position provides support to the History Management Coordinator by developing a 30 minute DVD documentary for presentation at Indiana Black Expo's Summer Celebration's 40th Anniversary in July 2010. This position will screen interviewees for quality presentations, video tape interviews, review video footage for inclusion, assign film clips, and organize excerpts from oral history interviews. This position requires close interaction with historians, history-makers, media, and technology professionals.

Special Events Intern

This position will serve as the principal assistant to the Special Events Manager by providing administrative assistance, along with event coordination and planning for various programs and events throughout the year. This position requires the ability to work closely with the Special Events Manager, work independently, and work as a team with other employees.

Volunteer Intake and Screening Associate Intern

This position will assist with the management and coordination of volunteers for the organization's events and programs. This position plays a key role in the recruitment and retention of volunteers. Confidentiality and discretion are a must when compiling volunteer information.

Website/ Social Media Intern

This position will assist in the development and implementation of a variety of online marketing programs. The person in this position will also assist with online research, campaign reporting and analysis, and support all Internet marketing functions as needed.

Please send resumes (no phone calls) to:

Indiana Black Expo, Inc.

Human Resources

3145 N. Meridian Street

Indianapolis, IN, 46208

Email: vkendrick@indianablackexpo.com

Fax: 317-925-6624