



## Volunteer/Intern Position Description

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**Job Title: Marketing and Events Assistant**

**Positions Available: 2**

**Time Commitment: 8-10 hours per week**

**Location: The HeartWell Institute and some from home, as needed.**

**Reports to: Marketing and Events Coordinator**

**Length of Appointment: 3 months, with extension agreed to by both parties.**

### **Key Responsibilities:**

- Assist in marketing and outreach efforts (weekly newsletters, social media, press releases, email blasts, flyer distribution, telemarketing, etc.)
- Assist coordinator in recording and tracking incoming and existing events/programs
- Developing and updating contact lists
- Event/program setup, registration and clean up
- Volunteer management
- General administrative tasks
- General light cleaning (sweeping, dusting, trash removal etc.) for events/programs

### **Qualifications:**

- Interest in HeartWell's mission and work.
- Interest and experience in small business and non-profit event planning and marketing.
- Great attention to detail.
- Punctuality.
- Multi-tasker with ability to follow through on tasks until completion.
- Self-motivator; ability to work alone and a team.
- Positive attitude.
- Proficient knowledge of Microsoft Office.
- Effective communication skills.
- Flexibility and willingness to learn.
- Must have transportation to come to our Worcester office.
- Preferred but not required: Experience in graphic design/flyer making/photography.

**Compensation:** Ability to attend most HeartWell programs without a fee. After a 3 month commitment and performance review, there may be an option to receive a monthly stipend of \$400 per month if contract is extended.

### **To Apply:**

Please submit your resume to [marketing@heartwellinstitute.com](mailto:marketing@heartwellinstitute.com).