

TRAINING PROGRAM INTERNSHIP

Northern Virginia Mediation Service (NVMS) offers opportunities for students to perform various credit-based internships throughout the year, one of which is a Training Program Internship.

The intern will provide much needed assistance in vital areas of our small, grassroots dispute resolution center. We are able to provide accessible and affordable dispute resolution services and education to members of our community by enlisting the time and talent of our staff, interns, and volunteers. Your participation in this internship will help NVMS continue to move forward in accomplishing this goal, while you receive valuable skills.

Description: The Training Program Intern will work with the Training Program Manager to support every aspect of NVMS training workshops, including administration and logistics, preparation of materials, be responsible for multiple elements of marketing our services, engaging new advertising techniques, and the creation of promotional materials.

Responsibilities:

- Plan NVMS Monday Night Forum events
- Conduct market research regarding new outlets for advertising the program
Develop print and website-based promotional materials for NVMS training services and training center rental
- Develop and implement specific approaches to marketing NVMS's training services and special events with an emphasis on client outreach and website development
- Collect customer testimonials, public relationship, and customer follow-up
- Answer client questions about training workshops and mediation certifications
- Support the Training Program Manager with daily tasks
- Occasional travel may be necessary for public and networking events

Qualifications:

- Strong verbal and written communications skills
- Proficiency in Microsoft Office Suite
- Positive attitude, flexibility, and problem-solving approach to opportunities
- Ability to work independently, self-manage, and complete tasks within deadlines
- A high-degree of organization and self-motivation

Requirements: All interns participate in an orientation session and perform a minimum of 160 hours of work to receive internship credit (3-4 credits) and benefits.

Benefits: This internship will train you in several aspects of non-profit day-to-day life. You will gain direct, hands-on experience in the aforementioned areas while gaining an understanding of all facet of program development and marketing. You will also have the opportunity to participate in up to **6 days of professional training at NO COST for a value of up to \$2,650.**

Deadlines for 2012

Summer: April 2

Fall: August 3

To learn more about applying for an NVMS internship, please visit our website: www.nvms.us/internships

Contact

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