



Marketing and Development Internship Opportunity!

About Prosthetics Outreach Foundation

Prosthetics Outreach Foundation is an international nonprofit organization headquartered in Seattle, WA with programs in Asia, West Africa and the Caribbean. We seek to provide mobility to amputees and children and adults with limb deformities in developing countries to help them live healthy, productive lives. We emphasize building local capacity in developing countries by training medical personnel in prosthetics, orthopedic surgery and clubfoot treatment. Our goals are to treat the greatest number of physically disabled children and adults, and to sustain the delivery of quality orthopedic services with limited local resources to the greatest extent possible.

Overview of Responsibilities

The Marketing and Development Intern will: support POF's biggest fundraiser, *Steps to Healing Auction*; assist with the production of e-news; research publicity opportunities; develop promotional materials (brochures, letters, etc.) as needed; and perform other activities as assigned.

Key Responsibilities. The Intern will:

1. As expeditiously as possible, develop a full understanding of the mission, and operations of Prosthetics Outreach Foundation.
2. Collaborate with the Development team to help execute a successful auction!!! This involves procurement follow-up calls, database entry, event material creation, and other tasks.
3. Assist in creating web pages that effectively promote and publicize POF's services, activities, events, and fundraising.
4. Write press releases and public service announcements to promote POF's activities and events.
5. Generate articles for the website and the Make Strides Newsletter.
6. Other tasks needed by the organization as decided and requested by POF staff
7. As appropriate, develop his/her own project ideas to further the mission, reputation, and accomplishments of POF.

Qualifications

This position requires functional research skills; excellent written and oral communication skills; a cordial and serious telephone manner; a professional and enthusiastic attitude; a high level of organization; good interpersonal skills; advanced writing skills. Some coursework or work experience, or combination thereof, in



public relations or marketing is desirable. Graphic design/layout skills are desirable, but not mandatory. Some familiarity with the following computer applications would be helpful: Word and Excel, social media, and internet research/search engines. The Intern should be able to devote a sufficient number of hours weekly to the position.

Estimated Time Commitment

8-10 hours per week; Unpaid

Reporting

The Development Associate will provide oversight and resources to the Development Intern.

How to Apply

Please submit hardcopy or email cover letter and resume to:

Prosthetics Outreach Foundation
Attn: Melissa Winter, Development Associate
400 East Pine Street, Suite 325
Seattle, WA 98122

Or, email mwinter@pofsea.org with the subject line: ***Development Intern position***

If seeking school credit, please include details of credit requirements.

Position will remain open until filled.

Questions? Please contact Melissa at mwinter@pofsea.org