



## Nolan's H.E.R.O. Foundation

<b>Job Title:</b>	Public Speaking Coordinator	<b>Job Category:</b>	Internship
<b>Department/Group:</b>	Marketing	<b>Job Code/ Req#:</b>	MKT-003
<b>Location:</b>	Pittsfield, ME	<b>Travel Required:</b>	None
<b>Level/Salary Range:</b>	Internship	<b>Position Type:</b>	Internship
<b>HR Contact:</b>	Ray Berthelette	<b>Date Posted:</b>	1/11/2018
<b>Will Train Applicant(s):</b>	Will Train Applicant(s)	<b>Posting Expires:</b>	Until Filled
<b>Applications Accepted By:</b>			
<b>EMAIL:</b> ray@NolansHEROFoundation.org Subject Line: Marketing Associate Internship		<b>MAIL:</b> Ray Berthelette Nolan's H.E.R.O. Foundation 199 Cianchette St. Pittsfield, ME 04967	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>Nolan's H.E.R.O. Foundation is a non-profit organization formed to carry on the mission of Nolan Berthelette, a Pittsfield youth, who suffered a fatal brain aneurysm at the age of 14. Our goal is to raise awareness of brain aneurysms and to support those who are finding ways to be a H.E.R.O. (Helping Everyone Realize Opportunities) in the lives of others. As a Public Speaking Coordinator, you will be instrumental in assisting the Foundation develop, organize, and conduct public speaking events.</p> <ul style="list-style-type: none"> <li>• Solicit potential venues for public speaking engagements for Brain Aneurysm Awareness, Organ Donation, H.E.R.O. (Helping Everyone Realize Opportunities), Overcoming Adversity, Determination, Seeing the Best in Situations and in Others, and Motivational Speeches.</li> <li>• Use social media and web site to promote events.</li> <li>• Work with Marketing Associate to design brochures and posters for events.</li> <li>• Work with Marketing Associate to write press releases informing media outlets of our events.</li> <li>• Work with Marketing Associate to advertise events.</li> <li>• Other duties as requested.</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <p>High School or College Internship</p> <p><b>PREFERRED SKILLS</b></p> <p>Writing skills, Computer skills, MS Word, MS Excel, MS Powerpoint, MS Publisher, social media, research, team player, motivated, ability to meet deadlines, want to make a positive impact in the World.</p> <p><b>ADDITIONAL NOTES</b></p> <p>Since we are a 501c(3) non-profit organization, your hours will not only count towards your internship, but towards community service as well.</p>			
<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>	Ray Berthelette	<b>Date/Time:</b>	1/11/2018 2:30pm