**Marketing and Communications Intern Needed**

* + LVL seeks a dynamic, self-starter to assist marketing and communications efforts. This internship is an excellent opportunity to experience various aspects of marketing while working for a well-known community based nonprofit organization-*Literacy Volunteers of Laredo*.

**Responsibilities**

* Update and maintain LVL’s social media presence, including scheduling Facebook and Instagram updates at least 3 times a week.
* Assist in planning, writing, and managing monthly eNewsletter.
* Draft, distribute and pitch news releases, media alerts and other stories.
* Designing flyers, graphics, e-vites and other marketing material for major events hosted by LVL.
* Update the LVL website when needed.
* Attend biweekly marketing team meetings.
* Attend community outreach events (booths/fairs/etc.)
* Reach out to the community organizations, general public and donors with the message about Literacy Volunteers of Laredo ending illiteracy in our community.
* Assist in other marketing tasks as required.

**Qualifications**

* Firm grasp of available tools and platforms in the social media space.
* Previous internship or related experience in marketing or communications is a plus but **not required.**
* Ability to communicate effectively in Spanish and English both orally and in writing, is preferred but **not required.**
* Creative design is highly desired.
* Ability to communicate in a professional manner with press and community contacts.
* Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines.
* Enthusiasm for the mission of Literacy Volunteers of Laredo and the students we serve.

Interested applicants should be sent to executivedirector@lvlaredo.org with Internship in the subject line.

Hours will be volunteer, this is not a paid internship at the moment but may be in the Fall season. Hours will count towards your community service requirements.

New location: 202 W. Plum Street, Laredo, TX. 78040

Reports to, Executive Director

Hours: Mon-Fri 9:00 AM - 2:00 PM.

**Community Outreach Intern Needed**

* + LVL seeks a dynamic, self-starter to assist in recruiting volunteers, students, and or sponsors. This internship is an excellent opportunity to experience various aspects of community outreach while working for a well-known community based nonprofit organization-*Literacy Volunteers of Laredo*

**Responsibilities:**

* Process information for prospective students and follow guidelines for strategic follow-up
  + Print out LVL flyers, brochures, pamphlets & distribute.
  + Respond to inquiries from potential community partners and prospective students.
* Attend biweekly team meetings.
* Attend community outreach events (booths/fairs/etc.)
* Reach out to the community organizations, general public and donors with the message about Literacy Volunteers of Laredo ending illiteracy in our community.
* Enhance the community awareness of LVL and the resources we offer.
* Identify potential sites for future recruitment efforts.
* Assist in other community outreach tasks as required.

**Qualifications:**

* Previous internship or related experience in community outreach is a plus but **not required.**
* Ability to communicate effectively in Spanish and English both orally and in writing-preferred but not required
* Ability to communicate in a professional manner with press and community contacts.
* Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
* Enthusiasm for the mission of Literacy Volunteers of Laredo and the students we serve.

Interested applicants should be sent to [executivedirector@lvlaredo.org](mailto:executivedirector@lvlaredo.org) with Internship in the subject line.

Hours will be volunteer, this is not a paid internship at the moment but may be in the Fall season. Hours will count towards your community service requirements.

New location: 202 W. Plum Street, Laredo, TX. 78040

Reports to: Executive Director

Hours: Mon-Fri 9:00 AM - 2:00 PM.

**Administrative Assistant Needed**

* + LVL seeks a dynamic, self-starter to assist in administrative duties at the LVL office. This internship is an excellent opportunity to experience various aspects of public administration while working for a well-known community based nonprofit organization-*Literacy Volunteers of Laredo*

**Responsibilities:**

* Administrative duties that include assisting LVL staff:
  + Attend the walk-in clients.
  + Assist with inquiries on our services.
* Attend biweekly team meetings.
* Attend community outreach events (booths/fairs/etc.)
* Reach out to the community organizations, general public and donors with the message about Literacy Volunteers of Laredo ending illiteracy in our community.
* Make scans, copies, & filing of documents.
* Answer phone calls and direct them to the appropriate personnel.
* Assist in other administrative tasks as required.

**Qualifications:**

* Previous internship or related experience as an administrative assistant is a plus but **not required.**
* Ability to communicate effectively in Spanish and English both orally and in writing-preferred but not required
* Ability to communicate in a professional manner with the general public.
* Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
* Enthusiasm for the mission of Literacy Volunteers of Laredo and the students we serve.

Interested applicants should be sent to [executivedirector@lvlaredo.org](mailto:executivedirector@lvlaredo.org) with Internship in the subject line.

Hours will be volunteer, this is not a paid internship at the moment but may be in the Fall season. Hours will count towards your community service requirements.

New location: 202 W. Plum Street, Laredo, TX. 78040

Reports to: Executive Director

Hours: Mon-Fri 9:00 AM - 2:00 PM

**Information Technology (IT) Needed**

* + LVL seeks a dynamic, self-starter to assist in administrative duties at the LVL office. This internship is an excellent opportunity to experience various aspects of public administration while working for a well-known community based nonprofit organization-*Literacy Volunteers of Laredo*

**Responsibilities:**

* Respond to user requests for service, troubleshoot problems and help develop solutions.
* Support PC hardware components, desktop operating system software, and application software.
* Perform minor repairs to equipment and arrange for other servicing needs.
* Monitor antivirus software and updates and repair computers infected with spyware, adware and/or viruses.
* Monitor backup systems and procedures to ensure data security.
* Record activities, solutions and other responses to request for service.
* Assist in maintaining inventory records and documentation for equipment.

**Qualifications:**

* Applicants must have awareness of the PC hardware components, desktop operating system software, and application software.
* Must have awareness of the PC industry’s current and emerging technology trends and direction, as well as a keen interest in computerbased information systems and technology.
* Posses excellent analytical skills and the ability to troubleshoot and resolve hardware and software problems.
* Have the ability to research and understand technical documentation, and an understanding of how to apply various technical resources.
* Have the ability to perform tasks such as operating systems and application software installations and upgrades, as well as virus protection and eradication.

Interested applicants should be sent to [executivedirector@lvlaredo.org](mailto:executivedirector@lvlaredo.org) with Internship in the subject line.

Hours will be volunteer, this is not a paid internship at the moment but may be in the Fall season. Hours will count towards your community service requirements.

New location: 202 W. Plum Street, Laredo, TX. 78040

Reports to: Executive Director

Hours: Mon-Fri 9:00 AM - 2:00 PM