



SAGINAW CHIPPEWA INDIAN TRIBE OF MICHIGAN

POSITION DESCRIPTION

OFFICIAL POSITION TITLE:	Website & Copy Write Intern
DEPARTMENT:	Ziibiwing Center of Anishinabe Culture & Lifeways
CLASSIFICATIONS:	Internship (non-paid)
REPORTS TO:	Cultural Arts Specialist and Sales & Events Coordinator
SUPERVISES:	Not Applicable
DATE:	January – April 2010 OR May- August 2010

POSITION SUMMARY:

Position serves as the Intern to the Cultural Arts Specialist and the Sales & Events Coordinator for the Ziibiwing Center (ZC). The Website & Copy Write Intern position will be responsible for writing clear, concise, informative, and persuasive copy for advertising materials including website, direct mail, promotional materials, and special projects as assigned. This position requires strong writing and editing skills, the ability to communicate in both a verbal and non-verbal manner, and a self-motivated individual that readily accepts new challenges with a positive attitude.

Eligibility for the Website & Copy Write Internship includes the college student being a signed major, having a C or better in all classes in the program, junior/senior standing (the completion of 56 credit hours) and have the approval of the Internship Coordinator. The Website & Copy Write Internship is a non-paid position. All candidates will be interviewed. Only one student per semester will receive the internship.

The interns schedule will be determined by the number of credit hours (3 or 6 credit hours) they wish to receive and the number of weeks they are available to work. Weekly schedules will be assigned on a monthly basis. The Ziibiwing Center understands that each credit hour is equivalent to 50 work hours.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Monitor the Ziibiwing Center website and ZC's presence on the "landing site" and "Saginaw Chippewa Indian Tribe website"
- Responsible for writing clear, concise, informative, and persuasive copy for advertising materials including the website, direct mail, promotional materials, and special projects as assigned.
- Review and edit copy
- Interact with Ziibiwing Center employees to research information
- Present research data in an effective manner to the management staff
- Interact with other Saginaw Chippewa Indian Tribal employees/departments and the public in a professional manner
- Research other websites for content, design, and services. Report information to Cultural Arts Specialist and Sales & Events Coordinator
- Responsible for meeting deadlines
- Must be knowledgeable about all services, events, and personnel of the ZC
- Assist and work the listing of events (on reverse side) that occur in either the Spring 2010 or Summer 2010 semester (Whichever applies to the Internship term)
- Other duties as assigned

WORK ENVIRONMENT/SAFETY HAZARDS:

Frequent use of hands, fingers as associated with computer use. Some driving required.

MINIMUM QUALIFICATIONS:

Must be 18 years of age. Journalism, English, and Communications major preferred. Must demonstrate excellent Interpersonal communication skills. Possess and demonstrate high level of organizational skills in time management, ability to work with a team, office protocol, and procedures. Ability to manage multiple tasks. Must have a keen understanding and respect of Anishinabek cultural and the mission of the Ziibiwing Cultural Center.

PLEASE SUBMIT YOUR RESUME & COVER LETTER BY DECEMBER 8 TO:

ZIIBIWING CENTER • C/O SALES & EVENTS • 6650 E. BROADWAY • MT. PLEASANT, MI 48858