

MPA Students,

Catie Glossman, one of our alums, is passing this important job along. Please remember that these internships are open to anyone in the program who wishes to bolster his/her resume. Only students nearing graduation can complete an internship for credit, but anyone who has the time, can volunteer directly with an organization to become an intern.

The Bottomless Toy Box office is located in Birmingham. This is an unpaid internship. 15-20 hours per week. Work locations are at the office and warehouse.

### **Job Description**

Depending on the your area of interest and skill level, your responsibilities will include:

- Coordinating media campaigns to publicize our program, including upcoming events.
- Keeping our on-line presence up-to-date.
- Maintain tracking report of public relations activity
- Basic administrative assistant duty skills
- Developing and researching relationships with businesses and sports teams.
- Basic to advanced programming skills
- Working with patient families to create new programs for our organization.

### **Your Qualifications**

- Strong interest in helping pediatric patients who are undergoing cancer treatment.
- Excellent computer, research, writing and speaking skills.
- Strong analytical, problem solving and conceptual skills
- Strong interpersonal, leadership and communication skills
- Ability to work in a small group environment.

If interested, please contact:

Ashley Leslie  
Administrative Assistant/Events Coordinator  
The Bottomless Toy Chest

(248) 646-8931

[www.bottomlesstoychest.org](http://www.bottomlesstoychest.org)

