



## National Eating Disorders Association

603 Stewart Street, Suite 803 ~ Seattle, WA 98101

**Mission:** *NEDA is dedicated to supporting those affected by eating disorders and be a catalyst for prevention, cures and access to quality care.*

**Title:** Marketing Volunteer/Intern

**Supervisor:** Communications Manager

**Position Summary:** Contribute to NEDA’s mission of expanding public understanding and prevention of eating disorders and providing support to individuals and families by assisting in a new marketing campaign. The marketing intern will increase their knowledge and understanding of eating disorders as well as the marketing techniques and strategies for a not-for-profit organization.

**Primary Responsibilities:**

**1. Marketing Services:**

- Assist with placement of ads for NEDA’s 2009-2010 ad campaign.
- Maintain contact list for future placements.
- Maintain list of successful ad placement.
- Assist with annual NEDAawareness Week preparations and marketing.
- Increase knowledge and understanding of eating disorders.
- Assist with minor administrative tasks and other duties as assigned.

**Required Qualifications:**

- High energy, positive attitude, and enthusiasm.
- Meticulous attention to detail and strong organizational skills.
- Excellent communication skills and demonstrated ability to provide quality customer service.
- Strong computer skills, data entry and word-processing ability.
- Must be dependable and self-motivated.
- Able to work effectively as an individual and as part of a team.

**Volunteer Time Frame and Commitment:**

Minimum of 3 hours per week for a minimum of 10 weeks

**Intern Time Frame and Commitment:**

Minimum of 8 hours per week for a minimum of 6 months

**Volunteer/Intern Agreement:**

I have read the *Volunteer Position Description* and the *Mission* of the National Eating Disorders Association and I agree to carry out my responsibilities as described, and work to further the mission of the National Eating Disorders Association.

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Volunteer’s Signature

Date

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Supervisor’s Signature

Date