



Job Title: Intern

Job Category: Entry Level / On-call /

Part-time Salary Level: \$11.00 per/hour

JOB SUMMARY/JOB FUNCTIONS:

Interns perform a large variety of support functions within the organization, including supporting the Marketing department with community events, preparation for special promotions, in addition to assisting all DFCU departments in day-to-day and strategic operations.

- Coordination of and participation in special events
- Assist staff with day-to-day operation duties
- Represent DFCU in a professional manner at community functions, DFCU events, industry related events, etc...
- Special projects and other duties as assigned by Supervisor

What You Will Learn

- How to organize, roll out and participate in community events
- Assist the marketing team in brainstorming and building strategies to develop business with various audiences
- How a professional organization prepares itself to provide its members premium service and plan for daily operations

What We Require

- Highly organized and able to handle multiple tasks at once
- Proper written and verbal communications skills
- Good presentation skills, and able to comfortably speak to different types of audiences
- Comfortable working with others
- Outgoing, amiable, and energetic with a positive attitude
- Creative and flexible
- Experienced in Microsoft Office Suite
- Must be available to work weeknights and weekends
- GPA of 3.0 or higher is a plus
- Prefer junior or senior in high school, but will consider other class levels

Details

- The position begins with a mandatory full week of training in August, on Credit Union products and services, in addition to the general principals of banking
- Hours will vary from 10-20 hours per week; mostly after school and some weekends
- Internship will be for one 10 to 12-month period, usually beginning in August of each year

Please email all resumes to marketing@downeyfcu.org