



Board of Directors:

Bill Martin – President
Debbie Herold – Secretary
Charlene Coor – Treasurer
Mary Pat Smith
Kerri Oswald
Sherri Patten
Bill Parkhouse
Doug Wakefield, Alternate
Bob Walker, Alternate

Executive Director:

Janet Allen, MS-Gerontology

Services:

- Transportation
- Errands
- Social Contact
- Minor Home Maintenance
- Information and Referral
- Medical Loan Closet

Eligibility:

FIAC-SW provides services to ambulatory individuals age 60 and older who live in the following zip code areas: 78733, 78735, 78736, 78746 and 78738* (*partial coverage at this time)

Volunteer Opportunities:

- Drivers
- Home Visits
- Care Callers
- Errands
- Minor Home & Yard Maintenance
- Office Support

Volunteers are screened, trained and establish their own time limits.

Mailing Address:

3801 N. Capital of Texas Hwy
E 240-77
Austin, TX 78746-1416

Phone:

(512)364-6501

Website:

www.swaustincaregivers.org

Email:

sw@fiacaregivers.org

INTERN JOB DESCRIPTION

Job Title: Volunteer Marketing & Communications Intern
Type: Unpaid volunteer internship
Hours: Flexible-in office located on 360 and Lake Austin and virtual work
Reports To: Executive Director
Contact: Janet Allen sw@fiacaregivers.org

Are you interested in nonprofit organizations and helping to advance their work in the community? Are you passionate about communications and integrating new and “old” communications tools to tell a story?

This internship focuses on media relations, marketing and publications, offering an opportunity to learn the techniques and strategies used in press outreach for a non-profit organization, as well as the production of a variety of written materials including booklets, pamphlets, ads and brochures. This internship represents an excellent opportunity for someone interested in learning about careers in non-profit

Purpose:

To enhance the visibility of FIAC within the Austin metro area through quality communication

Intern Responsibilities:

- Help identify, plan, and implement new marketing campaign strategies
- Maintain FIAC profiles on social media and networking websites

The primary role of this internship will be researching, organizing, and creating content for online communications. These will include, but are not necessarily limited to, blog posts, eNewsletter articles, and social media posts. Other duties may include synthesizing grant descriptions, supporting public relations and media outreach, gathering analytics and representing the agency at events and fairs. The Communications Intern will have the opportunity to share their writing with a broad audience, gain experience in content management systems and databases, learn about nonprofit communications and fundraising best practices, and contribute to the mission of the organization.

Faith In Action Caregivers - Southwest Austin is a 501 (c)(3) organization that provides volunteer services to enhance the independence and quality of life for older adults in Southwest Austin.