



Board of Directors:

Bill Martin – President
Debbie Herold – Secretary
Charlene Coor – Treasurer
Mary Pat Smith
Kerri Oswald
Sherri Patten
Rosemary Payne, 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:

fiacsw@gmail.com

Page 2 Marketing Intern Job Description

Essential Duties, Responsibilities, and Skills:

- Ability to learn quickly and work independently (when needed)
- Ability to apply a common sense understanding to carry out detailed, but uncomplicated written or oral instructions
- Excellent organization, communication, writing and problem solving skills
- Ability to multi-task and handle multiple projects while staying organized
- Work well with staff, vendors, clients, donors, and volunteers
- Ability to follow through and handle projects responsibly and keep appropriate staff informed
- Marketing savvy, creativity and forward thinking
- Social media/networking website user for at least 2 years
- Research and analysis

Preferred Education and/or Experience Requirements:

- Marketing, public relations, or communications major
- Currently enrolled as a Junior or Senior or recent graduate
- Graphic design and basic HTML knowledge is helpful

The above statements are intended to describe the general scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.