Membership Services Internship Opportunity

About:
The Illinois Association of Fire Protection Districts is headquartered in Springfield, Illinois. The IAFPD serves 650 members across the state with a mission to **Support better governance by fire protection district officials through education, resources, communication and legislation.** Successful Membership Services internship candidates will learn how the IAFPD interfaces with its members, promote the benefits of associations membership and market the positive aspects of educational conferences offered by the organization.

Intern Duties & Responsibilities:
The Membership Services intern will act as an assistant to the Association Administrator. The intern will be paid a stipend for hours worked and/or services rendered to the special events and promotions of the organization. The intern will work on both routine and special projects, which may include but are not limited to:

- Become familiar with IAFPD, its membership, the history and goals, the resources provided and various methods of communication used to promote the organization
- Assist with the reviewing files, purging records, updating electronic records for the members
- Learning an online database to update records and improve communications between our office and the members throughout the state.
- Assemble materials for distribution for newsletters, blast e-mails, promotional mailings, etc.
- Connect by phone to share event information and thank them for being a member and confirming contact information is accurate
- Use collected data to develop an digital map of the fire districts throughout Illinois
- Assist with website content management and updates

Requirements:
- Commitment to IAFPD mission and demonstrate the ability to perform responsibilities listed above;
- High level of comfort in working with people. Honesty, dependability and reliability;
- Applicants must have an understanding and familiarity with Microsoft Office programs.
- Attention to detail, organizational skills, and follow through; and excellent verbal and written communication skills.

Time Commitment:
Internships are available for between 10 – 25 hours a week, depending on student availability and Association needs.

Work schedule is flexible and to be mutually agreed in advance. Internship terms are for one semester at a time. A candidate may serve more than one term if mutually agreed.

To Apply:
Please submit a resume and cover letter by email to:
Cheri Breneman, Association Administrator: cheri@iafpd.org
If you have questions please call our office at 217-525-6620