



Experience Works! PLUS Internship Program

A program of the Westmoreland-Fayette Workforce Investment Board

Please review the EWP Handbook for full program eligibility and application processes. The WFWIB funds internships at its discretion and reserves the right to screen worksite and individual intern applications to ensure program eligibility. We cannot guarantee an interview or internship offer if a student is referred to one of the following organizations. Program spots are limited and filled on a rolling basis.

Internship Job Title:

Marketing and Administrative Assistant

Location:

Uniontown, PA

Responsibilities:

Fundraising marathon: Assist nonprofit organizations during the Fayette Gives registration process, verify nonprofit status to confirm eligibility, attend charity training sessions.

Marketing and Communications: Assist with social media posts, e-newsletters and press releases, schedule and take photos with sponsors and grantees

Scholarships: Provide assistance to staff throughout the application review and approval process.

Technology: Database Profile Management

Administrative Tasks: Organize historical documents into a paperless system; assist with board meeting prep, special event prep, and other general office tasks.

Office Relocation: Assist with upcoming office relocation.

Critical Skills

Candidate must have excellent written and verbal skills, be prompt, organized, friendly, reliable, efficient with Microsoft Word, Excel, and all social media platforms.