



Summer Internship Opportunities with Presence Possibilities

Duration: 8-12 weeks

[Presence Possibilities](#) aims to help individuals and families succeed through professional assessments and consultations identifying their personality, unique talents, culture, learning style, ideal college major and career. It is an initiative of [Presence Quotient](#)®, a 501(c)(3) non-profit organization based on Christian and family values. Learn more about us at possibilities.org.

We are offering four internship opportunities where close supervision and training will be provided, including organization orientation and team building, on-the-job training, performance evaluation and feedback.

1. **Data Research Intern** (8-12 hours a week)

Report to: Tom Tui, Development Consultant

Projects & Responsibilities:

- Collect and sort through online data for marketing programs.
- Light office administration such as making copies, scanning and printing documents.

Preferred skills: Excel knowledge is preferred but not required

Desired levels: High school and/or college

2. **IT Database Intern** (12-15 hours a week)

Report to: Tom Tui, Development Consultant

Projects & Responsibilities:

- Documenting user's manuals to increase CRM software usability
- Research and implement various plugins to advance CRM software features

Preferred skills: Computer software programming, Linux and WordPress experience are preferred but not required.

Desired level: College

3. **Marketing Intern** (8-12 hours a week)

Report to: Christine Shen, Presence Possibilities Events & Marketing Coordinator

Projects & Responsibilities:

- Create interesting and relevant social media content to brand and promote Presence Possibilities.
- Manage customer relationships by sending emails and assisting with events, outreach, booths, etc. as needed.
- Assist with marketing/promotional efforts by contacting ministry leaders, community, and press when necessary.

Preferred skills:



- Strong interest in business, writing, communications, public relations, marketing and event planning .
- Strong knowledge of Microsoft Word and Internet research skills.

Desired levels: High school and/or college, Recent grads.

4. **Communications Intern** (8-12 hours a week)

Report to: Christine Shen, Presence Possibilities Events & Marketing Coordinator

Projects & Responsibilities:

- Produce new online content for www.PPossibilities.org by researching, writing, and coordinating with guest writers and by conducting interview pieces as needed.
- Provide additional editing and feedback for any assigned materials and articles.

Preferred skills:

- Strong interest in writing, journalism, communications, public relations.
- Strong knowledge of Microsoft Word and Internet research skills.

Desired level(s): High school and/or college, Recent grads.

Positions Type: Unpaid Intern

Course credit is available. *Applicants are responsible for completing the appropriate steps to receive course credit through their academic institution. Presence is not involved in this process and will be unable to assist the applicant.*

Requested Documents: Volunteer/Internship Application Form, Resume, Cover Letter

Location: City of Industry, CA

Contact Information:

For inquiry, please contact Tom Tui or Christine Shen at (626) 810-5200.

Please send application to Vanessa Lai, HR Director, hr@presencequotient.org.



Presence | Presence Quotient® | RE:NEW a Presence movement | Presence Possibilities

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