

## **DON'T READ THIS** *unless you*

- Are a marketing, communications, nonprofit management or business major.
- Really want to get some relevant work experience THIS semester.
- Can devote approximately 20 hours per week to an employer starting in late February.
- Want to make a lot of high quality business contacts in the Birmingham area.
- Want to be coached and mentored by award-winning professional leaders.

### **About Our Company**

**Projects Unlimited, Inc.** is an Association and Event Management Company. We provide administrative leadership for membership-oriented nonprofit organizations. We are located in Alabama's largest business incubator, the **Innovation Depot**, just blocks from UAB. Our work environment includes natural light, convenient free parking, secured building access and business casual attire work environment. Culinard Bakery and Restaurant is located on our premises.

### **About Our Clients**

Our clients are organized as not-for-profit organizations. They are led by boards of directors that count on our company to handle nearly every facet of their organizations including: opening mail, answering phones, designing publications, producing major events and board meetings, organizing financial statements, basic data entry, creating and managing Twitter and Facebook accounts, among many, many other tasks.

Boards of directors are volunteers that are elected by their peers to be stewards of the organizations they care about. At the end of the day, these are the people that we must satisfy.

### **About Our Internships**

Our internships are rich with experience, advice, high quality contact with future employers and real world application of what you are learning in school. Read our full job description attached or at [www.relaxitshandled.com](http://www.relaxitshandled.com). A small stipend will be offered for successful completion of the intern experience. For superstar performers, there is also potential to receive a significant bonus and preference for our paid summer internship opportunities.



"Projects Unlimited is not your typical internship. Ed and Cherie Fields are determined to take the time necessary to enhance your skills and experience. Instead of just getting coffee and making copies, you're interacting directly with clients and assisting with events. Working with several nonprofit organizations added variety to make each day a new experience. Throughout my 8 months at Projects Unlimited, I didn't feel like an intern; I felt like I was a part of the team!"

*Caroline Cole, Samford University  
May 2009/Creative Spark*

## Position Description

**Employer:** Projects Unlimited, Inc.  
**Job Status:** Temporary/Internship  
**Job Title:** Project Assistant  
**Report to:** Smart, Experienced and Down-to-Earth Team  
**Service Dates:** March 1, 2012 – April 30, 2012

### Job Purpose

The purpose of this position is two-fold: 1) **For our interns**, it is to provide thoughtful and diligent support to projects of Projects Unlimited as assigned by our leaders, and 2) **For PUI**, it is to provide a real-world learning experience for students driven to be successful business professionals.

### Qualifications and Attributes

Work experience is required, but it does not have to be professional experience. This internship has been designed to help someone with a good work ethic secure relevant experience and professional contacts that can help to secure jobs/business opportunities upon graduating from college. Applicants must have:

- Reliable transportation. Be on time.
- Attitude: Flexible, Fun, Focused, Forgiving
- Critical Skills: Confident writer/editor, organized, intense attention to detail and the ability to work with minimal supervision and take ownership of tasks.
- Education: No less than five full-time semesters completed. Traditional students preferred.

### Duties and Responsibilities

*Nonprofit Fundraising  
Event Planning*

*Customer Service  
Marketing and Sales*

*Office Administration  
Project Management*

- Initiate or respond to e-mails and phone calls from volunteers leaders. Take meeting notes.
- Data entry into important databases, including Excel Spreadsheets and online databases.
- Make phone calls to venues, caterers, photographers and others for special events. Sometimes our work pace feels like a competitive reality TV show, but without the cursing and fighting.
- Write and edit copy for electronic newsletters, website copy and social media updates.
- Onsite support (based on availability) for meetings and events. Our important dates must be confirmed on your schedule before your internship begins.
- Other projects as assigned.



"Working with Projects Unlimited was by far the best way I could've spent my final two months in undergrad. They were dedicated to making sure the experience was positive and beneficial to me and spent time providing excellent direction and wisdom. No assignment was meaningless and I was given a plethora of opportunities from developing databases and managing contacts to writing press releases and interacting with clients. Everyday was a learning experience and I'm very grateful for the growth and guidance I found with them!"

*Sarah Katherine Eddington, University of Alabama at Birmingham  
May 2010 / Writer Extraordinaire*

## Dis-Qualifications

### Technology:

- Please do not apply for this position if you struggle with computer programs, especially Word, Excel or PowerPoint. We will test your basic competence before your internship begins.

### Other Commitments:

- Please do not apply for this position if you are already working 25+ hours per week in the daytime or are active in more than two student organizations as a full time student. It's not fair those whom you have already committed to do your best.

## Schedule/Compensation

Schedule: March 1, 2012 – April 30, 2012

Must be available at least 20 daytime hours per week between 8:30 am – 5 pm

Actual days/times are completely negotiable if other criteria are met.

Compensation: \$750 stipend for the semester. Paid upon successful completion of the internship.

**Performance bonus of \$500 is available** for those that exceed our expectations. **High performing interns will have preference for paid summer internships.**

Join a winning team with experienced, visionary and caring management that will listen, learn and share success with you.



“Ed and Cherie Fields are hands down the best people to work for as an intern or even to have as mentors. If you are seeking an internship that has purpose or you just need a unique experience to add to your resume, Projects Unlimited offers limitless opportunities.”

*Dwain Golston, Birmingham-Southern College  
May 2010 / Computer Whiz*

## How to apply and Next Steps

**Step 1:** Submit cover letter, resume, writing sample (just something you are proud of from one of your classes – no need to create something new) and at least 2 references to Kellie Harper at [kellie@relaxitshandled.com](mailto:kellie@relaxitshandled.com) by February 10<sup>th</sup>.

**Step 2:** If chosen, you will pick an interview day/time to meet with PUI company leaders. Interviews will be held in groups – among other potential interns from other Birmingham area colleges.

**Step 3:** The final step is a very brief skills test to determine your aptitude with Microsoft Word and Excel. We are not looking for an expert; we are looking for evidence that you have used the programs and can complete basic functions.

Find all of this information featured online at [www.relaxitshandled.com](http://www.relaxitshandled.com).