



## OLDTOWN SALINAS ASSOCIATION

P.O. Box 2325

Salinas, CA 93902

Telephone 831/758-0725

Fax 831/758-0503

[www.oldtownsalinas.com](http://www.oldtownsalinas.com)

### INTERN WANTED Oldtown Salinas Association

Classification: Administration  
Sub categories: Marketing, Public Administration, Organizational Leadership, Grant Writing, Accounts Payable/Receivable, Public Relations, Event Management

Reports to: Executive Director

Paid or Unpaid: Unpaid

Duties, Including but not limited to:

- writing and posting Agendas and Minutes,
- accounts payable and receivable handling and filing,
- media relations such as Press Releases and Invitations to events,
- database upkeep,
- marketing scheduling,
- coordinating insurance needs for events.

Hours: Flexible

Benefits: An opportunity to experience how local government functions and learn its relationship with the business community. You will also be exposed to how a non-profit organization bands together to accomplish goals for a common benefit. Your exposure to a large number of business owners and property owners will give you an overview of what it takes to be successful in diverse industries.

Serious and Reliable applicants only:

email [director@oldtownsalinas.com](mailto:director@oldtownsalinas.com), or call 831.758.0725