



CAS Internship Program

Located in Pasadena, Ca

The purpose of this internship will be to gain knowledge and hands-on experience of the day-to-day operations, customer relations/service, fundraising, development, and overall functionality of working at a non-profit, public-health organization. We are looking for dedicated, motivated individuals eager to learn, grow and work in the non-profit public health sector.

- Internship Primary Location: Pasadena office (located @ 3255 E. Foothill Blvd, Pasadena, CA 91107)
- We provide some flexibility with school schedules, but note this internship would REQUIRE an office hour commitment consisting of a 2-3 day/10 -20 hours per week schedule, which may include some weekends.
- This is an unpaid internship for academic credit only.

TO APPLY : Please fill out the CAS Internship Application and send to Interns@cas1.org .
 For questions regarding the internship program, please feel free to contact:
 Human Resources Dept. attn: Dawniese Williams at 626.793.1696 ext 100

The duties of this internship may include:

Customer Service

- Assist in greeting/interacting with clients, new client registration and product selection.
- Help with equipment follow-up and retrieval through phone calls, emails and letters.
- Answer email and phone questions.
- Provide support for any customer service needs as they arise.

Community Outreach

- Attend Health Fairs and other events to promote CAS and increase awareness of our services.
- Connect with hospitals, doctors and other health based organizations.
- Provide CAS literature to libraries, retirement communities, senior centers, hospitals and medical groups.

Operations

- Assist with data entry, document filing, account payables and donation processing.
- Work with Program Manager on equipment cycle count and inventory process.
- Clean and repair equipment and sort parts from decommissioned equipment as needed.

Development

- Provide support for individual fundraising appeals – newsletters, mailings, brochures.
- Help Development Coordinator plan and manage the organization’s annual fundraiser.
- Recruit and train volunteers.
- Assist with communication with and follow-up to donors, guests and sponsors.
- Work with development staff to coordinate planned giving and legacy gift program.

Marketing/Communication

- Provide information/updates on Social Media such as Facebook, Twitter, Instagram, etc.
- Add and maintain inventory items on website.
- Collect, write and edit stories for CAS website and other publications



Internship Application Form

Intern Name _____ Internship *Term/Period _____

STUDENT INFORMATION

COLLEGE /UNIVERSITY _____ City / State _____

Please Circle One: **Graduate Senior Junior Sophomore** MAJOR: _____ Graduation Date _____

Home Address: _____

Contact Number _____ Email Address _____

Citizenship (please circle one): **U.S. Citizen International Student** D.O.B _____

Do you speak any other languages other than English? **YES / NO** if so, please list _____

Are you currently an active/eligible student at the above-mentioned College/University? **YES / NO**

Are you currently suspended or otherwise ineligible to work for or with any federally funded programs? **YES / NO**

IN CASE OF AN EMERGENCY CONTACT

Name & Relationship: _____ Contact Number: _____

INTERNSHIP

Internship Session: **Fall Winter Spring Summer** Hours per week: _____

Start/End Date _____ Total # of Hours required for this Internship _____

AVAILABILITY: (Please detail your weekly DAYS and HOURS of availability)

Monday _____ **Tuesday** _____ **Wednesday** _____

Thursday _____ **Friday** _____ **Saturday** _____

Aside from your scheduled intern hours will you be available to participate in CAS remote events during your internship (appr. 2-3 remote events per semester) ? **YES / NO**

Major / Concentration - areas in which you would like to enrich your interests while interning at CAS?

Please list any skills /strengths that you feel can be utilized during your internship (i.e. administrative, software, programming, editing/writing, customer relations, social media, volunteering, community outreach, marketing, etc..)

Please sign below acknowledging and agreement that all above-mentioned entries are true and factual statements made by you, allowing CAS to conduct a background check corroborating said statements:

_____ **Print Name** _____ **Signature** _____ **Date** _____

H/R Office use only: Date Received _____ H/R Clearance _____
 H/R Interview date _____ 2nd Interview date _____ Hire date _____ Start Date _____