

INTERNSHIPS, WORKSTUDY AND VOLUNTEER ROLES AT SOUL 2011



EXECUTIVE INTERN

Anticipated Start Date: August, 2011 or until position is filled

SOUL – centre of the body and mind is seeking an Executive Intern, a vital role in supporting the SOUL Executive Director. The Executive Intern is specifically responsible for:

- Assisting Executive Director with general office responsibilities (filing, organization, mailings, etc.)
- Drafting correspondence
- Helping Director create a Programming calendar/charting system for Programming work
- Organizing and cleaning-up organizational (database) filing system
- Creating packets needed of organizational materials
- Responding to simple inquiries on behalf of the Director
- Participating in meetings as requested by Director, relevant to the work areas Intern covers
- Taking the lead in research in a variety of areas, including: web research, contacting other organizations, funding opportunities, organizational development information, etc.
- Leadership in a variety of specific projects relevant to current needs. Projects could include: SOUL Cookbook: researching printing options; collecting recipes and writings to go with and between recipes related to SOUL History, etc.; compiling photos; helping edit and re-work documents related to SOUL's Staff and Community.
- Co-ordinating a Development and Marketing role including funding applications

Desired Skills/Qualifications Excellent language, proof-reading, editing, and communication skills; Administrative experience and/ or office skills including touch typing; facility with MAC, plus Word, Excel, basic Web editing abilities preferred (Dreamweaver), strong organizational skills; creative thinking and problem solving; the ability to self-motivate/self-direct; good sense of humor and a gracious attitude.

Compensation In exchange for 15-20 hours of work/week, free jams and community events and significant discounts on SOUL produced workshops. FREE classes from the Gold classes on the weekly class timetable.

CURRENTLY HOUSING IS NOT INCLUDED; Interns must have own transportation, and live off-site;

Commitment: This position will begin August 2011 and we request a six-month to one-year minimum commitment; other arrangements may be possible, depending on the season.

Deadline: July 31st 2011, or until position is filled.

To Apply: Please submit a cover letter, and resume, and send to info@soulcentre.co.nz or mail to:

SOUL – centre of the body and mind Attention: Wilhemeena Monroe, PO BOX 60415, Titirangi, Auckland, 0642, New Zealand

along with any other relevant information.

DEVELOPMENT INTERN

Anticipated Start Date: August 2011

SOUL is seeking a Development Intern, a vital role in supporting the SOUL Development team. The Development Intern is specifically responsible for:

- Grant research support
- Gift Entry
- Coordinating appeals and mailings
- Database management (donor data, etc.)
- Sending Donor Acknowledgement letters
- Tracking Major Donor outreach
- Helping create & update SOUL Fundraising packets
- Basic Development Calendar updates, and systems maintenance
- Fundraising Event Coordination
- Maintaining SOUL “Wishlist”

Desired Skills/Qualifications:

Experience or current study in the field of Development strongly encouraged; Strong organizational skills; Excellent language, proof-reading, editing, and communication skills; Administrative experience and/ or office skills including touch typing; facility with Microsoft Word, Excel, basic Web editing abilities preferred (Dreamweaver); strong organizational skills; the ability to self-motivate/self-direct; good sense of humor and a gracious attitude.

Compensation In exchange for 15-20 hours of work a week, free jams and community events and significant discounts on SOUL produced workshops. FREE Gold classes from the weekly class programme.

CURRENTLY HOUSING IS NOT INCLUDED; Interns must have own transportation, and live off-site;

Commitment This position will begin August 2011 and we request a six-month to one-year minimum commitment; other arrangements may be possible, depending on the season.

Deadline: 31st July 2011 or until position is filled.

To Apply: Please submit a cover letter, resume, (word document or pdf) and send them to info@soulcentre.co.nz along with any other relevant information

SOMAKIDS INTERN

Anticipated Start Date: August 2011

SOUL is seeking a Somakids Intern, a fulfilling and exciting role helping to develop the Somakids programme. The Somakids Intern is specifically responsible for:

- Grant research support
- Database management of Somakids
- Research future development of the brand

And will work alongside the director to:

- Develop the pedagogy
- Teach the classes
- Report on development

Desired Skills/Qualifications:

Experience or current study in the field of children's education and somatics strongly encouraged; Strong organizational skills; Excellent language, proof-reading, editing, and communication skills; Administrative experience and/ or office skills including touch typing; facility with Microsoft Word, Excel, strong organizational skills; the ability to self-motivate/self-direct; good sense of humor and a gracious attitude. Report and passion to

work with kids.

Compensation In exchange for 15-20 hours of work a week, free jams and community events and significant discounts on SOUL produced workshops. FREE Gold classes from the weekly class programme.

CURRENTLY HOUSING IS NOT INCLUDED; Interns must have own transportation, and live off-site;

Commitment This position will begin August 2011 and we request a six-month to one-year minimum commitment; other arrangements may be possible, depending on the season.

Deadline: 31st July 2011 or until position is filled.

To Apply: Please submit a cover letter, resume, (word document or pdf) and send them to info@soulcentre.co.nz along with any other relevant information

WORKSTUDY POSITIONS 2011

Weekly workstudy roles:

Commitment of 6 months contract minimum, working a minimum of 3 hours weekly on a weekly basis in exchange for unlimited Gold classes.

Workstudy 1: E-communications

- Responsible for updating all classes and workshops to our extensive e-communications list, Including weekly facebook, twitter updates
- Responsible for researching new initiatives to get us out to new audiences via the web.
- Responsible for updating newsletter "bad" folder and updating emails
- Responsible for sending out monthly birthday emails

Workstudy 2: Financials

- Responsible for weekly financial updates, statistics and graphs

Workstudy 3: Marketing 1 (*familiarity with In-design and design ability and experience preferable but not essential*)

- Responsible for monthly specials flyers design, print and distribution at market
- Responsible for finding new marketing initiatives
- Responsible for monthly workshop updates in reception

- Responsible for keeping noticeboard refreshed with information on current workshops and classes and looking good.

Workstudy 4: Marketing 2

- Responsible for weekly flyer distributions
- Responsible for updating the chalkboard every week

Workstudy 5: Public Relations

- Responsible for new student follow-up
- Responsible for keeping student statistics updated
- Responsible for following up all class card students and keeping the class cards up to date
- Responsible for clearing and updating outside enquiries/database sheets on a weekly basis

Workstudy 6: Cleaning

- Responsible for a weekly clean and beautify of studio and office/reception area, and clinics, including sweeping, moping all areas, refreshing bathrooms, dusting, kitchen, refreshing flowers and general tidy.
- Responsible for keeping windows crystal clear
- Responsible for keeping cleaning equipment and materials refreshed

GENERAL VOLUNTEER JOBS

We always have things that need doing, so if you have a few hours spare and feel like giving us a hand but don't want to do it every week – then let us know there are always things like: maintenance, flyering, updating databases, cleaning, picking things up, picking people up ... etc, you name it, we need it!

We **LOVE** our interns, workstudy and volunteers – they have included:

Aniela Pojar, Adus Smith, Rachel Ruckstuck-mann, Anne Hurst, Louise Taylor, Miriam Marler, Rachel Atkinson, Boe Busch, Krissy Neilson, Dayna Miller, Katherine Tate, Annie Cole, Anatole Serjew, John Bennett, Clare Douglass, Xinia Alderson, Ingrid Nagl...