

Jacob's Village Intern Duties

- Delivering information to the resident homes and apartments
- Setting up events going on in the neighborhood as well as promoting event
- Preparing paperwork for residents relating to leasing, filing or informative
- Gathering pictures from events or taking the pictures at the events/creating Power Point presentations or media projects when necessary

Working with the staff individually

- Working with Resident Manager on a variety of resident activities
 - Bingo
 - Events with schools
 - Special events for the residents
 - Implementing Fitness as well as activities for area seniors
- Working with the Business Manager on a variety of things
 - Paperwork
 - Mailing things
 - Event Planning
- Working with the Development Director on Fundraisers
 - Preparing items for events
 - Working on ways to get money from the community