

JOB OPPORTUNITIES

The Miami Lighthouse for the Blind has the following unpaid internship positions currently available:

- **Public Relations and Marketing** intern will assist the Development department with special events (i.e. registration, greeting guests, set-up/tear down of events, etc.); invitations and acknowledgment mailings; developing stories and writing copy for upcoming newsletter; conducting on-line research of foundation prospects and general office support of the grant application process; and filing and organization of file and marketing supplies rooms.
- **Development Database Marketing** intern will assist the Development department with managing the database (i.e. inputting data, updating, and ensuring the accuracy of the information into the database); acknowledgment letters; reports for the Development department and Grant applications; special projects and events; and general clerical duties and customer service to donors.
- **Human Resources** intern will provide support to the Human Resources Manager with the maintenance and audit of confidential files such as personnel files, benefits/medical files, I-9 forms and background checks; recruiting and staffing process; new hire and benefits orientations; preparation of new hire and benefits packets; reviewing and updating job descriptions; research, development and completion of reports and correspondence; and general clerical duties.

If you are interested in being part of the Miami Lighthouse's team as an intern and gain valuable and meaningful work experience, please contact:

Mabel Lopez
Human Resources Manager
601 SW 8th Avenue, Miami, FL 33130
E-mail: employment@miamilighthouse.org
Telephone: (786) 362-7478 Fax: (305) 285-6967

Please check back frequently as we will list positions when there are openings.

If you are interested in volunteering at the Miami Lighthouse for the Blind, please contact Mabel Lopez at mlopez@miamilighthouse.org or visit our website to complete a Volunteer Application.

Miami Lighthouse for the Blind and Visually Impaired, Inc. Miami, FL

Miami Lighthouse for the Blind and Visually Impaired, Inc. is a Florida's oldest and largest vision rehabilitation organization with a mission to provide vision rehabilitation and eye health services that promote independence, to educate professionals, and to conduct research in related fields. Services are provided free-of-charge to individuals who are blind or visually impaired and residing in Miami-Dade or Monroe County. The agency has 78 years of fiscal and administrative experience delivering nationally recognized best practices in rehabilitation training and other vision-related services based from its 37,000 sq. ft. facility located in Miami, Florida. This facility houses highly qualified, multicultural/multilingual professional staff committed to delivering rehabilitation, comprehensive eye examinations and eyeglasses,

vision enhancement, and vocational and social services to over 1,000 individuals monthly, most of whom are low income.