



*The United States Pony Clubs, Inc.*

*The Kentucky Horse Park, 4041 Iron Works Parkway, Lexington, KY  
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*email:*

*uspc@ponyclub.org*

## **Internship Opportunities at United States Pony Clubs, Inc.**

### **OBJECTIVES**

- *USPC will expose interns to opportunities to learn the inner workings of a Non-Profit Educational Organization*
- *USPC will offer a broad array of business opportunities within our nonprofit organization to include all internal departments*
- *USPC will equip our intern with tools and skills needed to obtain employment in today's job market.*

### **POTENTIAL JOB DUTIES**

- Participate in the daily work output of each of the following departments
  - Marketing & Communications
  - Finance
    - Development – Fundraising/sponsorship
    - Membership
    - Activities
  - Instruction
- Interview all Department Directors at mid-point of internship
- Participate in planning of last 4 weeks of internship to include interests gained during interviews
- Other duties as assigned

### **SKILLS TO BE DEVELOPED**

Verbal and written skills

Interviewing Skills

Proofreading, attention to detail and follow-through

Knowledge of the Kentucky Horse Park

Personable interaction with people

Initiative and energy, takes direction well

Knowledge of Marketing and Communications concepts

Knowledge of Organizational Structure

Flexible Hours and Schedules

Unpaid Internship for College Credit

Please send a letter of interest, including your school information and objectives, to Karen Clark at <mailto:mainoffice@ponyclub.org>

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