

POSITION DESCRIPTION: Marketing Intern

The Intern will be engaged in a supportive role with the Advancement Department. He/she will be working with the Chief Advancement Officer and Director of Communications and Marketing in support of the implementation and administration of marketing and public relations for the Foundation. This individual will work closely with LightBox, the marketing firm with which the Foundation partners, and also assist as needed in general office administration areas as time allows.

- Assist with creation and development of digital and printed materials and social media to engage the various audiences of the Foundation, including volunteers, nonprofits, donors and the general public.
- Help one or more nonprofits launch their social media and marketing efforts
- Collaborate with Foundation staff and designers to enhance marketing efforts and improve InspiringGood.org.
- Perform general office duties: answering phones, data entry, copying, faxing, scanning, and mailings
- Assist the Advancement staff as needed.

POSITION REQUIREMENTS

Education & Experience

- Currently enrolled as a college Sophomore, Junior, Senior or Advanced Degree student
- Pursuing a degree in communications, graphic design, social media management, journalism, non-profit management or related field
- Experience with community service

Knowledge, Skills, and Abilities

- Strong written and verbal communication skills with a professional attitude and demeanor
- Highly organized with an acute attention to detail and able to prioritize time-sensitive projects
- Proficiency in Microsoft and Adobe applications with an ability to learn our internal database and application system.
- The ability to work independently and cooperatively as a team player in a small office.

This list of essential responsibilities and requirements is not intended to be exhaustive. The Community Foundation of Elkhart County reserves the right to revise this job description as needed to comply with actual job requirements.

SPECIFICS

- Internships Dates: May-August 2021
- Pay Rate: \$12.00/hour
- Hours: 30 or more hours/week
- Please submit resume and short cover letter to Marshall King at Marshall@InspiringGood.org