

POSITION DESCRIPTION: Marketing/Communications Intern

The Intern will be engaged in a supportive role with the Marketing and Communications Department. They will be working with the Chief Marketing and Communications Officer, Director of Communications, Special Events Manager, Digital Marketing Manager and Director of Acts of Service in support of the implementation and administration of marketing, events, and public relations for the Community Foundation. This individual will support marketing initiatives for other CFEC departments and will work closely with vendors and assist as needed in general office administration as time allows. Tasks will include:

- Assisting with the 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.
- Assisting with staffing at events.
- Collaborating with Community Foundation staff, and external designers/copywriters to enhance marketing efforts and improve InspiringGood.org and its social media channels.
- Maintaining the Digital Asset Management solution.
- Performing general office duties: answering phones, data entry, copying, scanning, and mailings.

REQUIREMENTS

Education & Experience

- Currently enrolled in college or advanced-degree program
- Pursuing a degree in marketing, communications, graphic design, social media management, journalism, non-profit management or related field
- Experience in Volunteerism/ community engagement

Knowledge, Skills, and Abilities

- Strong written and verbal communication skills with a professional attitude and demeanor
- Highly organized with acute attention to detail and the ability to prioritize time-sensitive projects
- Proficiency in Google Suite, 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 on a vibrant and growing team

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: Summer, fall or spring semester
- Pay Rate: \$15.00/hour
- Hours: up to 20 or more hours/week on site, no remote work
- Please submit a resume and short cover letter to Info@InspiringGood.org