



Job Description

JOB TITLE: Communications/Marketing Intern

STATUS: Intern/Unpaid

REPORTS TO: C/M Director

DATE: May 2019

Position Summary:

The Communications and Marketing (C/M) Intern works with the Director of Communications and Marketing to increase communication and visibility across all aspects of the agency both internally and externally. The C/M Intern is responsible for working with program leaders to create functional and effective communication and marketing products. The C/M Intern is responsible for the creative design and construction of multimedia products within the agency. The C/M Intern utilizes feedback across the agency to evaluate the effectiveness and quality of C/M projects and activities.

Responsibilities:

- Update and maintain The Partnership's primary social media channels (Facebook, Twitter, Instagram, YouTube) with fresh and meaningful content
- Assist in planning, writing, and scheduling distribution of agency newsletter.
- Design graphics, infographics, flyers, and other marketing material for agency programs as requested.
- Draft, edit, and post content across all social media channels.
- Curate content for distribution across all social media channels.
- Assist with and maintain editorial calendar.
- Brainstorm and present ideas for social media campaigns.
- Create promotional videos for agency programs to be distributed both internally and externally.
- Collaborate with program staff throughout the agency on new ideas, directions, and venues for communications and marketing.

Additional Responsibilities:

- Monitor progress of communications/marketing requests through department form submissions.
- Attend committee meetings as need to gauge and assess communications and marketing needs of each agency program.

Work Relationships and Scope:

- Reports directly to the Director of Communications and Marketing. Regular interaction with the Lead Team members, staff, community, and media related contacts to fulfill project obligations.

Required Knowledge, Skills and Abilities:

- Current enrollment in a communications and/or marketing program.
- Proficiency with Adobe Creative Cloud programs (primarily Premiere, InDesign, Photoshop, and After Effects)
- Familiarity with online graphic design tools (Canva, Piktochart, etc.)
- Excellent communication skills, both oral and written.
- Self-motivated, ability to prioritize, attention to detail
- Proficiency with Microsoft Office Suite, including Outlook

Desired Knowledge, Skills, and Abilities:

- Photography
- Videography

Working Conditions:

Work is performed in an office setting with minimal safety issues. Minimal travel limited to local service area. This position requires **a minimum of 10 hours per week**. This position is an **unpaid**/volunteer internship with the opportunity for a monetary award for performance.

Acknowledgement:

This job description describes the general nature and level of work performed by the intern assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability.

Intern Signature

Date

Communications Director

Date

Human Resource Director

Date

Board Chair

Date