

Job Description

Job Title:	Marketing Intern
Salary Range:	Unpaid - letter of recommendation provided upon completion of internship
Department:	Resource Development Team
Reports to:	Marketing Manager

Position summary:

The Marketing Intern reports to the Marketing Manager and is an integral member of the Resource Development team. The Marketing Intern must handle a wide array of duties and responsibilities while maintaining a positive, professional demeanor. This position involves research, planning, organizing, event support, creating and revising marketing collateral (both print and digital), and supporting marketing team in daily administrative tasks.

Essential functions – 100% of time spent on:

1. Provide administrative support to the Marketing Manager
2. Assist with scheduled and ad-hoc collateral requests
3. Support with event planning and execution, as related to marketing efforts
4. Effectively communicate with all MP staff
5. In collaboration with the marketing team, research unique marketing opportunities
6. Serve as an MP advocate and brand representative
7. Minimal to moderate website upkeep

Nonessential functions:

This position may require communicating with Staff, HIPsters, and HIPster families to discuss certain marketing projects.

Competencies (Knowledge, skills and abilities):

- Able to communicate effectively both verbally and in writing.
- Knowledge of photography, graphics, advertising campaigns and website platform
- Possesses a strong work ethic and is detail oriented
- Maintains an enthusiastic, positive and energetic attitude throughout internship
- Strong interpersonal skills
- Excellent planning, time management, organization, and administrative skills are preferred
- Must be a team player who is able to work independently



Minimum qualifications:

Education:

- Currently enrolled in a four-year accredited program, working to obtain a bachelor's degree either in public relations, communication, marketing, or nonprofit management.

Experience:

- Volunteer experience, leadership roles, previous internships

Specific skills:

- Able to communicate effectively both verbally and in writing.
- Knowledge of Microsoft Office, Adobe Creative Suite and WordPress are preferred
- Solid understanding of different marketing techniques
- Current driver's license, acceptable driving record and valid car insurance required.
- Must be able to clear a background check with no related offenses jeopardizing the integrity of our program.

Specialized Knowledge, Licenses, etc.:

- Current driver's license, acceptable driving record and valid car insurance required.
- Must be able to clear a background check with no related offenses jeopardizing the integrity of our program.

Success factors:

Personal qualities of integrity, credibility, with a commitment to and a passion for My Possibilities' mission.

Supervisory responsibilities:

Not applicable

Working conditions:

My Possibilities Resource Development Team works traditional office hours, but depending on the needs of the department, work may occur during weekday evenings or weekends either in or outside the office. This position must feel comfortable working in a team and be able to communicate effectively with peers, superiors and HIPsters, our Hugely Important People. Internship requires 18-24 hours per week.