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COMMUNITY FOUNDATION INTERNSHIP PROGRAM INTERN JOB DESCRIPTION – SUMMER 2017

Job Title: Marketing & Communications Intern
Reports To: Chief Executive Officer
Status: Hourly employee: 20 hrs. week
Employment Dates: June 5 – August 11, 2017
Classification: Non-exempt

Position Summary:

Intern will focus on marketing activities, special events & projects and administrative duties during the period of summer semester of 2017. The intern will typically work 20 hours per week during office open hours, as well as during events taking place outside of typical business hours.

Areas of Responsibility:

- Help with all the marketing activities designed to encourage giving & philanthropy
- Prepare and submit website updates & modifications
- Implement and update social media marketing tools and strategies
- Marketing of the grant process – pre and post award
- Help plan and execute special events
- Document ongoing projects and activities for marketing purposes and records keeping
- Help coordinate volunteers participating in events
- Perform administrative and office support activities
- Field telephone calls, filing, guest greeting and online communications.
- Assist with ad-hoc projects or requests as requested by the CEO

Qualifications:

- Currently in pursuit of an associate's, bachelor's or graduate degree in an Indiana university or college with preference to writing, journalism, marketing, public relations, communications or closely related field
- Must possess excellent verbal and writing skills and provide a narrative style sample of written work
- Must possess advanced computer and internet skills
- Must display interest in community leadership and philanthropy
- Must display commitment to professionalism and confidentiality
- Flexibility in schedule
- Have own vehicle
- Thorough knowledge of Microsoft Office
- Effective time management and proficient problem solving skills
- Detail oriented and organized
- Positive attitude and team player
- Creative

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