Job Description

Job Title: **Marketing Intern**
Responsible to: **Development Director**

Responsibilities:

Primary responsibilities are to provide suicide prevention outreach and mental health education throughout South Dakota. The position provides an opportunity to practice a wide range of clinical skills, program development, and knowledge of the expanding field of behavioral health.

Job Requirements:

- Earning a degree in Communications, Marketing, or related field
- Creative
- Independent and self-motivated
- Strong oral and written English language skills
- Working knowledge of computers and software programs, proficient keyboarding skills
- Offers of employment contingent upon acceptable background check

Specific Responsibilities:

A. Assist with marketing and public relations activities

1. Create and execute marketing materials that support fundraising and program efforts in accordance with brand standards.
2. Assist with digital marketing efforts.

B. Assist with public relations activities and events

1. Assist with development and coordination of media functions, including media releases and social media.
2. Assist in the planning and execution of fundraising events for the Helpline Center.

C. Professionalism

1. Support and carry out the mission of the agency.
2. Follow agency policies, including personnel and programs.
3. Participate in the agency, demonstrate team participation and a workplace philosophy that enriches staff's ability to reach goals and provide high level of customer service.

D. Additional Duties

1. At times, staff will be required to perform additional duties beyond those specified.

Employee Signature Date

_____ _____
Supervisor Signatures Date

_____ _____

Hours: Primarily Monday-Friday, flexible hours based on internship requirements. This is an unpaid internship.

Updated: October 2026