



Job Description

Job Title:	Marketing Intern
Position:	Unpaid Internship
Hours:	15-20 hours a week with a commitment to complete 160 hours
Responsible To:	Marketing Director
Responsibilities:	The Marketing Intern would assist in the marketing efforts for the Helpline Center including design, planning, and execution of marketing and communication strategies. In addition, they would help with the management and coordination of fundraising events at the Helpline Center.

Qualifications:

- Ability and knowledge in social media platforms
- Excellent writing skills
- Detail oriented and organized
- Flexibility and ability to manage many concurrent projects
- Ability to speak well in front of small groups and one-on-one
- Positive personality and excellent interpersonal skills
- Creative with graphic design skills

Duties and Responsibilities

- Monitoring and managing the organization's electronic marketing efforts including updating website content and maintain a strong social media presence.
- Help with the planning and management of Helpline Center events.
- Create, proofread, and edit copy for various marketing channels.
- Assist in creating marketing materials that support fundraising and marketing efforts.
- Collecting and analyzing data to identify consumer trends

Additional Duties

At times, intern will be required to perform additional duties beyond those specified. Management retains the discretion to add or to change the duties of the position at any time.

Updated 2/10/2022