



Summer Internship Position

Work Schedule Details

This is a full-time, seasonal position (35 hours a week)

Monday – Friday 9am– 5pm; June 6 - July 29, 2022*

* Hours include a one hour lunch break.

Compensation & Benefits: \$15 an hour (\$4,200 in total)*

*Due to being a seasonal position, no benefits are included. Pay cycles are consistent with normal pay cycles, which are every 2 weeks on Thursdays.

Job Description

An enthusiastic college student to join our team to assist with marketing and program materials through social media, website and other channels as well as provide on-site assistance with our Youth Leadership Program (YLP) and other summer program activities, as needed. Duties will include administrative functions in developing and implementing marketing strategies with supervision from the Executive Director as well as coordinating activities for YLP with oversight from the YLP Coordinator and/or Program Director. Your insightful contribution will help develop, expand and maintain our marketing channels as well as help our YLP and overall summer program be even more successful.

This internship will help you fine tune marketing skills and provide you with real-life experience in marketing as well as in working with youth in the community.

Responsibilities

- Update existing website
- Contacting sponsors and other partners to gather information
- Create social media posts and report on best strategies
- Create marketing materials for events
- Assist in other marketing and advertising promotional activities
- Prepare a promotional video/presentation
- Manage and update company database (assist migrating to new system); if available
- Help organize marketing events
- Assist with the YLP activities including coordinating volunteer events and other community activities
- Assist with daily program schedule of YLP as needed
- Support the Executive Director and Program Director in other support, as needed

Requirements

- Strong desire to learn along with professional drive
- Solid understanding of different marketing techniques
- Excellent verbal and written communication skills
- Excellent knowledge of MS Office
- Familiarity with marketing computer software and online applications
- Experience or interested in working with youth
- Current enrollment in a related BS or Masters degree

Community
Partner

