



Position Title: Marketing/P.R. Intern
Reports to: Director of Marketing
Semester: Open

Summary:

The Marketing/P.R. Intern will be responsible for assisting the Director of Marketing with coordination of various marketing, public relations and communications activities and projects. The Marketing/P.R. Intern will also learn about inner workings of a non-profit (especially the Development Department), Orangewood Children's Foundation's programs and services, and the challenges and issues of foster youth. While interns are unpaid, they can receive school credit, depending on their school's requirements. Interested candidates must submit a cover letter and resume. Qualified candidates will be asked to submit a writing sample and a completed Volunteer Application. The selected student will be required to complete a Signed Agreement, Confidentiality Agreement, Schedule Agreement and a monthly Record of Hours Served document.

Please note that a minimum three month commitment is required for this internship (a six month commitment is preferred). Weekly number of hours is negotiable (ideally 10-20 hours per week) but must be during normal business hours (Monday-Friday 8:00 A.M. – 5:00 P.M., ideally 8:00 A.M. -2:00 P.M.).

Responsibilities:

Marketing projects and activities may include:

- Writing and distributing press releases
- Working with society media
- Writing various marketing pieces (event invitations, newsletters, annual report, etc.) and overseeing printing with vendors
- Updating website(s)
- Interviewing clients for marketing pieces or news pitches
- Writing donor letters
- Updating our social network strategy
- Overseeing donor fundraising campaigns (such as My Giving)
- Assisting at events
- Submitting calendar items for publication

Requirements:

- Currently a college junior or senior.
- Pursuing a degree in marketing, public relations, communications or business.
- An enthusiastic self-starter who works independently and has excellent verbal, written, and organizational skills.
- Possess good computer skills including Microsoft Office, Outlook, email and the Internet. Other helpful computer software skills include graphic design software (especially Adobe Photoshop) and website software (especially Dreamweaver).
- Must submit a writing sample.
- Must commit to a 3-6 month internship.

To Apply:

Contact Sara Bazant, Director of Marketing, at sbazant@orangewoodfoundation.org. No phone calls please.