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Marketing & Communications Intern

Position Description

This is an exciting position that will allow the qualified candidates to expand their knowledge and experience in the nonprofit sector and the field of digital communications. This position supports the coordination of specific marketing and communication activities. Duties will be tailored to intern's interest/area of study, but typical duties of the marketing and communications intern include, but are not limited to:

- Assist in composing communications including letters, newsletters, social media, web content, invitations, and reports.
- Research/produce collateral materials as directed.
- Research and develop new ideas for Web/social media content.
- Attending Conard House events and assist as requested.
- Assist with volunteer recruitment.
- Conduct research and development of future projects and events.
- Basic graphic design and media editing.

The Conard House Marketing & Communications Intern will be expected to possess the following qualifications:

- Excellent interpersonal skills
- Ability to work well with others or independently
- Initiative to problem solve, if necessary
- Responsibility to complete projects by a pre-determined deadline
- Ability to communicate effectively and accurately in oral and written language
- Experience in Microsoft Suite and Google Suite
- Basic photo editing experience
- Accurate and detail-oriented

Education and/or Experience: Undergraduate student studying communications, journalism, English, marketing, graphic design or equivalent. Candidates will be enthusiastic with a strong work ethic and positive attitude. A good sense of humor is also appreciated.

Time Commitment: 10-20 hours weekly. Hours and work dates are flexible and may be set according to an intern's class/work schedule. Projects may be done remotely.

The internship is a non-paid work experience.