



Position Description

TITLE: Marketing & Graphic Design Intern

HOURS: Part-time, 15-20 hours per week

REPORTS TO: Communications Manager

JOB SUMMARY: Assists Communications Manager to take pictures, interview and collect client and volunteer stories and design marketing materials for Help At Your Door publications. This internship will provide collective “real world” communications, donor relations, event planning, graphic design and photography experience for a student in their junior or senior year of college who is interested in non-profit communications.

We are seeking a detail-oriented student who can think quickly on their feet and has a basic understanding of marketing principles. The Internship would be project-driven, require a minimum commitment of 15 hours per week, and take place at our Roseville office. Basic Microsoft Office Suite experience is required. Ability to create graphics and multimedia presentations is preferred.

DUTIES AND RESPONSIBILITIES:

Internship responsibilities will include, but are not be limited to:

- Modifying, improving, or creating marketing materials for client presentations and marketing efforts.
- Assisting Communications Manager in the field during client and volunteer interviews by taking pictures and capturing videos for blog/website, social media and newsletters.
- Writing copy for print and online communications channels.
- Researching donor relations and marketing tactics to implement in social media, print and direct mail campaigns.
- Assist with event planning and on-site coordination of events related to donor relations.
- Research and development of media lists for press releases.
- Database entry, filing and other administrative duties.
- Assisting Communications Manager with other duties and projects as requested.

QUALIFICATIONS:

Intern must be reliable and punctual, have strong attention to detail, robust written and spoken communication skills and a positive attitude. Some previous coursework in public relations, marketing and graphic design are preferred. Must be flexible and willing to try new ideas.

- Access to Adobe InDesign graphic design program and professional camera is a plus.

Questions? Please call (651)-642-1892.