



## **MARKETING AND EVENTS INTERN**

### *Position Summary:*

This position works closely with the Community Engagement Manager and Development Coordinator to develop and execute a strategy for engaging with the local community and our existing supporters. The Marketing and Events Intern will assist with public communications and marketing, as well as event planning and fundraising. The internship will run for the fall semester; full year position also available. Interns are expected to work for 10-15 hours per week, primarily in the office; hours flexible depending on class or work schedule. This is an unpaid position.

### *About Partners Mentoring Youth:*

The mission of Partners Mentoring Youth is to create and support one-to-one mentoring relationships between positive adult role models and youth facing challenges in their personal, social and academic lives. Our local organization recruits volunteers, reaches out to youth referral sources, supports matches, and organizes activities for participants. We also put on several events throughout the year to provide the community the opportunity to partner with us and support our programs.

### *Position Duties and Responsibilities:*

- Collaborate with staff to develop communication and marketing strategies for promoting Partners Mentoring Youth
- Create marketing content for social media, our website, and other outlets
- Develop quarterly newsletter, including articles and layout
- Support development of fundraising collateral
- Maintain communication lists and distribute information to our contacts
- Assist with organizing events and campaigns, including Christmas for Kids, and the Sharin' O' the Green 5k
- Other related activities, as requested

### *Qualifications:*

- Excellent written communication skills, including technical communication and story-telling
- Comfortable as a self-starter with the initiative to start and maintain projects
- Strong organizational skills, including ability to excel at detail-oriented tasks and multi-tasking
- Working knowledge of software programs including MS Office (Word, PowerPoint, and Excel), as well as social media platforms
- Ability to work both independently and as part of a team
- Currently enrolled as a student

### *Benefits:*

- Opportunity to initiate and execute marketing and communications projects that align with our goals
- On-the-job training about marketing for mission-driven organizations
- Supportive working environment
- Opportunity to network with local nonprofit and business leaders
- College credit available

### *To Apply:*

Please send cover letter and resume to Vanessa Lewis, [vanessal@partnersmentoringyouth.org](mailto:vanessal@partnersmentoringyouth.org)