MARKETING ADMINISTRATOR INTERNSHIP OPPORTUNITY: H.E.L.P. International is on a mission to transform communities, provide humanitarian aid and respond to disasters across the globe.

We are excited to offer 2 Internship Openings!

We are International! From Africa, to Asia, to Israel H.E.L.P. International has reached out to orphans, widows, the sick, the lonely, and the forgotten. Over $83 million dollars of humanitarian aid and medical supplies have been shipped from our warehouse, currently located in Johnstown, Colorado to over 97 countries around the world.

We are National! H.E.L.P. International embraces the blessings we have as Americans. Our love for this country and its people is an integral part of not only what we do, but who we are. We love to serve our fellow countrymen and citizens through either sending humanitarian aid directly to them or partnering with other organizations in the areas they are called to serve. Please don't hesitate to contact us if there is any way we can help.

We are Local! H.E.L.P. International serves as a liaison between those who have so much and those who have too little. We accept supplies and equipment and use them in community development. All donations, whether in loving service, of goods or finances, are used to meet the needs of others. Our heart is to touch those in need with the uncompromised love of Jesus.

Responsibilities of the Marketing Administrator intern:

❖ 5-10 hours of work per week for one semester or a full year
❖ Marketing: Strategic communication in the form of
  □ Monthly Newsletter to Donors and Members
  □ Weekly Email Communications to Organization’s Clients
  □ Social Media Marketing
  □ Website Content Creation
  □ Photo Content Creation for Marketing and Communications
  □ Gathering Content by direct Interviews with clients, volunteers, employees, and donors
  □ Market Research in our non-profit niche to grow our target audience
  □ Volunteer Tracking and Communications
  □ Booking Employee Team Building Events
  □ Calendar Maintenance

❖ Through this internship opportunity you can expect to leave with the following takeaways
  □ Online marketing skills in the form of content research, copyediting, and photography
  □ Interpersonal and collaborative skills
  □ Organizational skills for managing multiple tasks and deadlines
  □ Experience working in a professional nonprofit environment with international implications
  □ Experience working on social media platforms, Microsoft Office, Outlook, and Adobe.
  □ Experience performing market research to reach a target audience within a niche market
  □ Experience working remotely to promote independent work skills and proficient time management

Please contact Jean Kaye, founder at jeankaye@helpint.org or 720.280.3838 or Angela Gerardi, Production Manager(CSU Communications 2017 Alum) at info@helpint.org 224.623.2322

H.E.L.P. International 1041 S County Rd 3, Johnstown, CO 80534