



Marketing, Communications & Social Media Intern

Position reports directly to:	Director of Development
Location:	Peaceful Paths Outreach Office
Pay Rate:	Non-Paid Position
Hours:	15+ Hours Per Week (2 semester internship preferred)

Requirements:

This role works closely with the Director of Development as an integral part of our Development Team. Our team exists to identify, cultivate, solicit, and steward individuals and companies interested in supporting Peaceful Paths' mission. Our Department is responsible for all agency communications to include print, digital, and social. We are also responsible for planning and executing fundraising events and campaigns. This role will focus primarily on marketing and communications, however we work as a team to execute fundraising initiatives so you will gain valuable event planning experience. This position requires a high level of energy, exceptional communication skills, ability to manage multiple projects at once, and brand management. The ideal candidate will possess strong social media competence, work well independently and as part of a team, and possess strong problem-solving skills, creativity, and initiative. Interns will gain valuable hands on experience with non-profit fundraising, donor cultivation, brand management, and digital and print marketing and design. We are seeking students working toward a degree in Marketing, Advertising, PR, Graphic Design, Communications, Journalism, Women's Studies, or Non-Profit Management, but all qualified candidates will be considered regardless of your major. Preference will be given to students able to commit to two semesters.

Principal Job Duties

- Work with Director of Development to:
 - Produce and distribute collateral materials related to fundraising events, campaigns and agency programs & services
 - Plan and design monthly newsletter
 - Plan and design daily social media posts using proper tone, branding, and relevance
 - Update Agency Website and Guest Chef Website as needed
 - Draft and proofread professional correspondence to donors, sponsors, and partners
 - Coordinate strategic communications to align with Development Calendar
 - Coordinate with Development Director to ensure proper coverage for events and initiatives. Entire team is expected to attend all fundraising events. (1-3 per semester)

Intern Job Summary

- **Secondary Job Duties**

- Solicit donations for events
- Assist fundraising intern with donor and event management software data entry as needed
- Other duties related to position as requested by Director
- Represent agency at tabling events in the community as needed

Agency Requirements

All volunteers of Peaceful Paths are expected to demonstrate a commitment to:

- promoting diversity and equality
- professional ethics and standards
- flexibility and teamwork
- protection of confidentiality