



Intern Job Description: Marketing and Communications Intern

Posted 8/5/2020 - Position open until filled

Description: United Way of the Ozarks (UWO) seeks a dynamic self-starter to assist marketing and communications efforts. This internship is an excellent opportunity to experience various aspects of marketing while working for a well-known, community-based nonprofit organization.

Responsibilities:

- Assist with updating and maintaining UWO's social media presence, including scheduling Facebook, Instagram, and Twitter updates
- Assist in planning, writing and managing a quarterly eNewsletter
- Draft, distribute and pitch news releases, media alerts and other stories
- Utilize resources from United Way Worldwide's communications toolkit and localize materials to be relevant to donors and volunteers in the Ozarks
- Assist with the design of flyers, graphics, and other marketing material for major events hosted by UWO
- Assist with updating the UWO WordPress website when needed
- Assist with organizing and attend weekly marketing committee meeting
- Assist with outreach to community organizations, public, & donors with the message about UWO's mission
- Collaborate with staff on new ideas, directions, and venues for marketing and communications

Qualifications:

- Firm grasp of available tools and platforms in the social media space
- Completed or working toward a college degree, preferably in a related field (e.g., English, Marketing/Communications, Graphic Design, or Public Relations)
- Previous internship or related experience in marketing or communications is a plus
- Must be computer literate (working knowledge of G Suite, Microsoft Office, video conferencing, etc.)
- Proficiency in, WordPress highly desired
- Knowledge of HTML and graphic design (Canva and/or Adobe suite) a plus
- An effective communicator, both written and oral
- Ability to communicate professionally with press and community contacts
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task, and meet deadlines
- Enthusiasm for the mission of United Way of the Ozarks and serving the community

Start Date:

- Fall semester 2020 (around mid-August)
- Requires a minimum 4-month commitment with the potential for continuing into spring 2021

Hours:

15-20 hours/week, divided between at least three shifts per week. Most hours can be completed at home.

Compensation:

This is an unpaid internship with the possibility to become a paid internship later in 2020.

To Apply:

Please send cover letter and resume to info@uwozarks.org