Marketing and Events Intern

Internship Description:

Apply your knowledge of communications, fundraising and events to real-world implementation with our experienced development team. Our non-profit organization is dedicated to providing you with valuable learning opportunities as you share your ideas and creativity with the team.

In this role, you'll get to:
- Provide support for signature events with registration and event logistics.
- Photography, photo cataloguing, photo editing.
- Marketing, writing, newsletters.
- Assembling marketing materials.
- Grace Place for Children & Families social media accounts – Facebook, Twitter, and Instagram.
- Additional duties as deemed necessary.

The ideal candidate would be:
- Grace Place student or alumni
- A rising high school senior, recent graduate or college student currently enrolled in an undergraduate program (marketing, communications or related major)
- Minimum GPA of 3.0
- Proficient in social media, Twitter, Instagram and other social media.
- Strong communication, promotional writing skills, design software (Canva, iMovie, Adobe Illustrator/InDesign) a plus but not required.
- Must be outgoing, team-player, organized and motivated with a positive attitude.
- Works in the Development Department and collaborates with finance and program departments
- This internship is geared towards PR/Marketing/Journalism/Communications and Event Management students.

Your overall responsibilities are:
- Attend orientation and regular check-ins
- Arrive on-time and ready to work
- Communicate regularly and report problems to the program manager or mentor
- Regularly check emails
- Wear name badge at all times when on campus.
- Complete intern survey

Benefits to you:
- Shadowing, mentoring, and training opportunities with our experienced team of development & fundraising professionals
- Hands-on application of marketing and event planning principles in a fast-paced work environment
- Opportunity to attend weekly meetings and occasional networking events
- Compensation available