



Project Friendship Mentoring is a non-profit organization based in Northfield, Minnesota. We seek to enrich the lives of youth (2<sup>nd</sup> – 7<sup>th</sup> grade) in our community by pairing them with mentors from St. Olaf College and Carleton College. We hope that all participants will experience an increase in self-confidence, self-worth, and healthy behaviors.

The Marketing Communications Intern will have the unique opportunity of using their creativity while learning nonprofit management. You will work one-on-one with the Executive Director and will receive great experience in the non-profit sector. We seek an energetic and professional college student who is interested in developing a marketing campaign to increase program participation and awareness. This is an unpaid internship and is eligible for academic credit.

### **Duties and Responsibilities**

- Communicate regularly with Executive Director and other key members of the organization (i.e. the Program Manager, Cultural Liaison, Board of Directors)
- Create compelling social media posts and promotions
- Design images and content for monthly email blasts
- Involvement in marketing strategy and campaign development
- Communicate effectively and professionally with staff, volunteers, vendors and media
- Special projects and event planning

### **Qualifications**

- Proficient in design software, such as Indesign, Photoshop, Publisher
- Familiar with Google Drive and Dropbox
- Strong written and verbal communication required
- Strong organizational skills
- Willingness to work outside of regular duties/responsibility
- Ability and motivation to manage time to meet deadlines
- Interest in non-profit management preferred
- Eagerness and willingness to learn ins and outs of organization
- Creative and open to professional critique

### **Working Conditions**

The Marketing Communication Intern must be flexible with their work environment. Project Friendship does not have a permanent office space and many work meetings will take place at the Intern's college, various locations in town, etc. With trainings and other special events, the intern must be willing to work some evenings and weekends and be motivated to meet deadlines. Internship starts mid-September and runs through May. Approximately 5 hours per week.

### **Compensation**

This is an unpaid internship and is eligible for academic credit.

Please send a cover letter and resume to [SARAH@PROJECTFRIENDSHIPMENTORING.ORG](mailto:SARAH@PROJECTFRIENDSHIPMENTORING.ORG).