



Marketing Intern

The Marketing Intern will assist with the creation of content to communicate the organization's mission and opportunities for support and involvement to potential donors and community partners. In addition, the intern will be responsible for contributing to the implementation of marketing and communication activities as outlined in organization marketing strategy. The position will require a strong emphasis in digital marketing and design.

Responsibilities

- Create content communicating organization impact, such as client stories and program successes to be used across all lines of communication
- Assist in creating engaging content for social media platforms (Instagram, Facebook, Tik Tok etc.)
- Develop framework and create content for organization website in collaboration with Marketing Manager
- Assist in drafting, formatting, and scheduling email campaigns and newsletters
- Help design flyers, invitations, sponsorship packets, and promotional materials using Canva or Adobe tools.
- Assist in managing donor database in order to create targeted communications
- Track key metrics (social media engagement, email open rates, etc.) and compile reports

Requirements

- 8-10 hours per week
- Good communication skills
- Good computer skills (Microsoft Word, Excel)
- Familiar with Marketing/Design products such as Canva, Constant Contacts, Adobe Photoshop
- 6-month commitment

For more information contact Kyler Hannah, Marketing Manager, at kyler@thomashouseshelter.org