Marketing and Development Internship

The Catawba Riverkeeper Foundation seeks a motivated Marketing and Development intern to work closely with and under the supervision of our Associate Director and Volunteer and Outreach Coordinator. Interns will have a unique opportunity to manage projects from end-to-end with supervision, develop marketing campaigns, assist in development and membership/donor/volunteer growth projects, and plan and execute major events with supervision.

The Marketing and Development intern responsibilities will include: content curation (i.e. social media, digital & print newsletters, brochures, etc.); create and update marketing material; build relationships with local companies; assist in grant writing and reporting processes; support staff with awareness/fundraising projects; and community outreach strategic planning; execute approved plans with supervision; and manage the development and execution of events with supervision. Other duties may include some administrative tasks.

Qualifications

- Interest or experience in development, community outreach, and/or non-profits
- Ability to work independently and capable of taking initiative on a specific project
- Mastery of social media platforms (i.e. facebook, twitter, and Instagram)
- Strong computer and graphic design skills
- Ability to speak to different populations within our organization: volunteers, members, donors
- Excellent organizational skills and time management
- Demonstrate strong analytical and research skills with big picture thinking
- Strong written and verbal communication skills
- Valid driver’s license - this position involves periodic travel to and from events
- Ability to pass Background Check
- Currently studying or background in marketing, business, communications, public relations, or related fields a plus

Dates

Start late May/early June until mid-August depending on academic schedule

30 hours/week, Flexible schedule. Availability to attend weekend events when necessary is mandatory.

Compensation

This is an unpaid internship. We can work with your institution to provide academic credit.

How to Apply

Applications will be accepted and interviews conducted, on a rolling basis.

Interested applicants should send a cover letter, resume, and contact information of 2 references to Hillary Zorman at hillary@catawbariverkeeper.org with “Summer 2018 Marketing and Development Internship” in the subject line.