

## >> 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; 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

25-30 hours/week, Flexible schedule. Availability to attend weekend events when necessary.

### 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](mailto:hillary@catawbariverkeeper.org) with "Summer 2019 Marketing and Development Internship" in the subject line.