



TITLE: Marketing/ Communications Intern
SUPERVISION: Reports to Communications Director

POSITION OVERVIEW: Are you looking to gain “real-life” experience in the dynamic fields of marketing, public relations, social media, graphic design and communications? The growing nonprofit sector is a great place to start. The Marketing and Communications Intern at Con Mi MADRE will work on specific projects to ensure exceptional communication between Con Mi MADRE and its constituency including: local media, donors, and partnering organizations. The Intern will help represent Con Mi MADRE at special events and will learn effective marketing strategy from conception to execution.

OPPORTUNITIES FOR INTERN:

- Learn about marcom campaigns and best practices in the non-profit sector
- Develop skills to add to your marketing portfolio
- Project management and event coordination
- Learn to telecommute and to define best practices

QUALIFICATIONS:

- The intern should possess a strong interest in working with a progressive non-profit focused on increases Hispanic girls in higher education.
- The candidate will have desktop publishing experience (Adobe Creative Suite), video editing experience, website management, and knowledge of social media management preferred.
- Applicants must possess excellent proofreading, grammar and sentence structure, research and interpersonal communication skills and be comfortable interacting with adults.
- Strong written and oral communication skills are required.
- A responsible, organized, creative thinker with a “can do” attitude is the ideal candidate for this internship.

DUTIES:

- Assist the Communications Director in the development, design and execution of marketing and communication initiatives.
- Design marketing materials for Con Mi MADRE with an emphasis on social media growth.
- Assist in developing press releases, brochures, email distributions, videos and other modes of marcom promotion.
- Draft content for websites, e- newsletters, and other media outlets.
- Other staff assistance as needed.

HOURS:

Suggested time commitment is 8-10 hours a week, but agency is flexible in total number of hours/days worked. The time commitment may vary depending on Communications Director’s schedule and the organization’s deadlines and responsibilities.

COMPENSATION:

This internship opportunity is an unpaid position.

MISSION OF CON MI MADRE: Con Mi MADRE increases the representation of Hispanic women in post-secondary schools through education and social support services to girls and their mothers.

HOW TO APPLY:

Please submit the resume and cover letter to: jennifer@conmimadre.org