



Marketing & Communications Intern Position Summary

The Marketing & Communications Intern will work directly with our Development Team to help with our organizational marketing needs. The Intern will create and publish web and social media content (Facebook, Instagram, Twitter, YouTube), design and create collateral, build and manage our stories database, and more. This role is ideal for a multitasking, digital media expert, with an interest in helping our neighbors in need. We're looking for someone with strong interpersonal, organizational and analytical skills; Strong verbal and written communication and presentation skills. This is an unpaid flexible position, requiring 10-15 hours per week, for 3-6 months.

Duties and Responsibilities

- Update and maintain social media presence, including scheduling Facebook, Twitter, and Instagram updates
- Assist in planning, writing and managing monthly eNewsletter
- Draft, distribute and pitch news releases, media alerts and other stories
- Design flyers, graphics, invites and other marketing material for events and initiatives
- Collaborate with staff on new ideas, directions, and venues for marketing and communications
- Represent the Food Bank of Northwest Indiana at third party fundraisers
- Conduct community presentations
- Other duties as assigned

Qualifications

- Be responsible, flexible, hard-working, ethical, and committed to the mission of the Food Bank of Northwest Indiana
- Completed or working toward a college degree, preferably in a related field (e.g., English, Marketing/Communications, or Public Relations)
- Ability to work cooperatively with a diverse range of people
- Self-starter
- Excellent critical thinking/problem solving skills
- Excellent verbal and written communication skills
- Community service minded
- Computer proficient (including Microsoft Office, social media platforms, and Google apps)
- Excellent organizational skills
- Video and Graphic Design skills a plus but not required

Compensation

Although internships are unpaid, we are happy to work with you and your college or university to meet course requirements/credits, work-study programs and/or your educational goals. Interns gain significant experience: 1) Supporting a wide range of programs and operational needs within the organization, 2) Understanding of the inner workings of nonprofits and the Foodbank system, 3) networking, interpersonal, and communication skills, and 4) significant learning opportunities and skills development in your field of interest. To apply for the Marketing & Communications Internship, submit a cover letter and resume by e-mail to marketing@foodbanknwi.org