



POSITION DESCRIPTION

TITLE:	Marketing Internship
DEPARTMENT:	Resource Development & Marketing
REPORTS TO:	CEO / RD Director
STARTING HOURLY WAGE:	Unpaid Internship
STATUS:	Part-time – 10-15 hours per week
HOURS:	Flexible hours within Mon.-Fri. 8:30am-4:00pm

Summary

This position will provide project support to the marketing efforts of The Boys & Girls Club of Door County. Will work with both fund development and programming to gain an understanding of the organization and needs to support their efforts.

Essential Duties and Responsibilities

- Write content for a variety of platforms including social media, blogs, website, email and more
- Take photos and video for social media and other platforms
- Update email lists
- Assist with website updates
- Send photos, documents and literature to the donors and parents as needed
- Coordinate donor Thank You packages
- Support fundraising events such as the Festival of Wine, Beer and Cheese
- Other marketing and sales projects to support the departments as needed

Qualifications

- Working towards degree in Marketing or completed Marketing related degree
- Good social media management knowledge and skills
- Strong writing skills
- Good computer skills (MS Office, Adobe Creative Cloud)
- Good interpersonal skills