



Job Title: Marketing and Communications Intern

Status: Unpaid

Immediate Supervisor: Resource Development & Marketing Coordinator

Education: Currently Attending School (High School Senior or College)

Job Related Experience: None required

Physical Requirements: Ability to lift up to 25 lbs and occasionally up to 50 lbs

Basic Job Summary

United Way of Coastal Carolina is focused on creating measurable results in eastern NC. We seek a motivated, detail-oriented, self-starter with an interest in nonprofit work who can work well with others and fill an integral role on our United Way staff. This position will give the opportunity to become involved in the community, meet new people, and learn about local service programs around eastern NC. The intern will assist with organizational marketing, resource development efforts and the promotion of United Way through Social Media.

Responsibilities

- Assist with planning events
- Write press releases, success stories, newsletter articles, etc.
- Update the United Way of Coastal Carolina website
- Review and Recommend changes to website to stay current
- Assist with media analysis
- Support organizational social media efforts
- Help with video editing and graphic design projects (if applicable)
- Perform other tasks as assigned

Commitment

This internship has a time commitment of 15-20 hours per week during regular business hours. A specific schedule will be confirmed with the intern upon selection.

Qualifications

- Interest in the nonprofit sector
- Strong writing skills
- Knowledge of Microsoft Office Suite
- Ability to assist with special events
- Able to work under deadlines
- Punctuality and dependability
- Experience with basic graphic design software (not required)

Benefits

- Hands-on training and close collaboration with a leading non-profit in a positive work environment.
- Opportunity to make contacts in the community and acquire experience that is great on your resume.
- A progressive management style that allows interns to take on a great deal of responsibility and provides a supportive, stimulating work experience.

How to Apply

Please submit resume and cover letter to (email preferred):

Kitti Hardison, Community Relations Manager

kitti@unitedwaycoastalnc.org

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(252) 637-2460