**Marketing and Communications Internship**

**Department: Fund Development**

**Agency Description:**

Big Brothers Big Sisters of Dane County is a non-profit organization that exists for the purpose of placing caring adults in the lives of children in one-to-one mentoring relationships. Through the positive impact of those friendships, children with a Big Brother or Big Sister are more likely to graduate from high school and are less likely to begin using drugs, begin drinking alcohol or engage in negative conflict. Since 1966, our staff has worked carefully with our volunteers, children, and families to ensure that the experience of Big Brothers Big Sisters is one that is dynamic, fulfilling, memorable and enjoyable for each program participant.

**Who We Are Looking For:**

Ideal candidates are dedicated and hard-working students preferably majoring in marketing, advertising, communications, graphic design, general business, or other related fields and are enrolled in an accredited college program. Candidate demonstrating a desire to work with children and/or nonprofits as a career choice is preferred. Applicants should have excellent writing, researching, editing and speaking skills, and be proficient in Microsoft Office applications. Familiarity with media writing is a plus.

**Position Summary:**

This is a **flexible, unpaid, part-time (approximately 10-20 hours a week)** marketing and communication internship position for the summer. The intern will report directly to the Marketing and Communications Coordinator. It is necessary for the intern to actively participate in both the development team and programming team efforts within the agency.

**Typical Duties:**

* Draft and design public relations and marketing materials for programs and events including flyers, signs, social media, press releases, fact sheets, infographics and other materials as directed
* Assist with maintaining website using WordPress
* Assist in promotion of our School Friends and Community Based programs, signature fundraising events, donor stewardship, and donor acknowledgement initiatives
* Assist with mailings and other project management tasks
* Establish positive relationships with staff, volunteers, clients and parents/guardians
* Other duties as assigned

**Position Requirements:**

* Must be enrolled in an accredited college program
* Must have high level of organization
* Must be able to work under deadlines
* Must be willing and able to work with diverse populations

**Benefits of Working as an Intern/Work Study Student:**

* General office work experience
* Work skills training with a nonprofit agency
* Flexible scheduling to fit around your course schedule (Monday – Friday, 8:30 AM – 4:30 PM)
* The knowledge that you are helping to support the mentoring of hundreds of children in Dane County

**Professionalism:**

* Must present oneself in a professional manner, i.e. dress professionally, speak appropriately, be punctual, demonstrate a positive attitude
* Respond to all requests, communications, and tasks in a prompt, accurate and timely manner
* Provide customer service of high quality and accuracy
* Uphold agency rules and guidelines surrounding the confidentiality of program participants

**Please send resume to Kenzie Hagerstrom at** [**khagerstrom@bbbsmadison.org**](mailto:khagerstrom@bbbsmadison.org)

**Summer Internship Application Deadline: May 3, 2019. Internship would start May 2019.**