Job Description – Marketing and Communications Intern

Commitment: Part-time (approximately 10 hours per week)
Core Function: Support for the Marketing and Investor Relations departments
Reports to: Communications Manager, United Way of Racine County

POSITION SUMMARY
United Way of Racine County is seeking a motivated individual with interests in the nonprofit sector, communications, writing, and design to assist in our Marketing and Investor Relations departments. Normal business hours are Monday through Friday from 8:30 a.m. – 5:00 p.m., but the schedule can be flexible. Hours may include some early morning, night and/or weekend meetings or events. Compensation will be provided.

PRIMARY RESPONSIBILITIES
The duties listed below are intended to describe the general tasks of this position. Additional duties may be added on an as needed basis.
1. Gain understanding of United Way goals, philosophies, branding and communication techniques.
2. Provide writing support for materials including press releases, e-newsletters, social media, website content, etc.
3. Complete miscellaneous layout and design projects using Adobe Creative Suite.
4. Assist with preparation and implementation of special events.

QUALIFICATIONS
• Pursuing a bachelor’s degree, preferably in Communications, Graphic Design, Marketing, or Business. Junior or senior level student is preferred.
• Computer skills, including proficiency with Adobe Creative Suite, Microsoft Office and social media.
• Detail-oriented and organized with strong written and verbal communication skills.
• Ability to conduct basic research, including one-on-one or group interviews.
• A commitment to professional ethics and ability to handle sensitive and confidential information.
• Demonstrated ability to work individually and in a team environment.
• Punctuality and dependability.

BENEFITS
• Gain valuable professional experience in nonprofit administration, communications, event coordination, donor relations and customer service skills from an industry leading nonprofit.
• Broaden knowledge of United Way, health and human service organizations, and the nonprofit community of Racine County.
• Opportunity to make valuable contacts within the nonprofit and business communities in Racine County.
• Reference letter will be provided upon request and successful completion of internship.

HOW TO APPLY
Please apply online at www.unitedwayracine.org/careers or email applications to mbeauchard@unitedwayracine.org. Please include a current résumé, cover letter and three samples of writing and/or design work.