

Marketing, Media, and Communications Internship

Reports to: Executive Director

Status & Location: Internship, up to 15 hours/week, telework and on-site

POSITION DESCRIPTION SUMMARY: The Catholic Community Foundation of Mid-Michigan (Foundation) seeks an intern for Marketing, Media, and Communication. The Marketing, Media, and Communications Intern will assist with marketing tactics and provide creative ideas to help achieve goals for promoting the Foundation. As an intern, you will collaborate with the Executive Director, the Marketing Committee, the Communications Coordinator, outside vendors and the Foundation's Board of Trustees. This internship will help you acquire marketing and communication skills to expand your knowledge of various marketing and communication strategies in a non-profit organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administrative Duties

- Take part in formal and informal training opportunities.
- Participate in follow up meeting with the Executive Director

Digital Media Marketing – Design, Create and Maintain

- Assist in the writing of various content and creation of design to support communications and marketing efforts, including CCFMM website and Facebook page.

Print Media Marketing

- Assist in the writing of content and design for the *Feeding Our Faith* Newsletter, the Saint Joseph Society marketing materials.

COMPETENCIES/SKILLS

- Excellent interpersonal and written communication skills, creativity, and problem-solving abilities. Highly motivated with the ability to work independently while participating as an effective member a team.
- Excellent organizational skills and attention to detail. Ability to prioritize, work effectively, adjust to multiple demands, and follow tasks through to completion.

QUALIFICATIONS

- Bachelor's degree or currently working towards a bachelor's degree in marketing, business, or a related field.
- Successful completion of introductory courses in marketing, business, or equivalent.
- Applied understanding of basic marketing principles and graphic design skills.
- Proficient with the use of Microsoft Office (Excel, Outlook).
- Previous experience and understanding with the use of Adobe Programs such as Indesign, Photoshop, and Illustrator.

- Familiarity with major media platforms (Facebook, Wordpress, etc.).
- Must adhere to Foundation standards of integrity, professionalism, loyalty, diligence, reliability, sobriety, and respect for all. Conduct must be in accordance with the moral and religious doctrines and teachings of the Roman Catholic Church.
- Personal desktop or laptop required as computer equipment not provided.

WORKING CONDITIONS

- This position is flexible in terms of hours; up to 15 hours per week at \$20 per hour.
- Nature of work is primarily in an office setting where the intern is required to do extensive computer work, interaction with CCFMM staff, committee, Board members and vendors.
- Employee is expected to walk, talk, reach, stand, sit, hear, and use repetitive motion of hands and feet.

HOW TO APPLY: Please submit a cover letter, resume, and class schedule (if applicable) – connor.rabine@ccfmm.org. Applications desired prior to November 01, 2022. Applications will be accepted until the internship is filled.

The Catholic Foundation of Mid-Michigan is proud to be an equal opportunity employer.