Title: Marketing & Communications Intern

Department: Marketing & Communications

Primary Purpose of Job
The primary purpose of this position is to support the ongoing content generation of a highly dynamic Marketing & Communications team by assisting in managing and creating digital assets, including photography, videography and archival material. This internship provides a unique opportunity for students seeking to become involved in non-profit marketing and communications work. Under the supervision of the Marketing & Events Coordinator, s/he will help to advance Food Bank’s marketing and communications agenda by assisting in: collecting, archiving and organizing digital content; capturing original photo and video content; and collaborating with staff to develop an organizational taxonomy for digital content. There is also the opportunity for archival research. This position calls for a detail-oriented and execution-focused intern who understands how to tell a good story online and who can manage multiple projects within a fast-paced work environment. Stipend available. Hours are flexible; a commitment of at least 15 hours per week is expected.

Principal Duties and Responsibilities
- Assist with content generation by capturing photos and/or videos of Food Bank programs and services for online and social media content as needed;
- Draft social media messaging for scheduled content as needed;
- Collaborate with staff to develop organizational system and taxonomy for Food Bank photographs, videos and other digital content;
- Collect, organize and archive digital content for various needs, including Food Bank’s upcoming 35th anniversary;
- Liaise with other departments to gather content for online and social media;
- Assist in copy-editing as needed;
- Additional duties as assigned.

Knowledge, Skill and Abilities Required
- Undergraduate or graduate students in marketing, communications or related fields. Familiarity with issues of poverty and hunger preferred.
- Proficiency in Microsoft Office and Adobe applications.
- Flexibility, keen eye for detail, and ability to multi-task.
- The ideal candidate will be a reliable co-worker and team player, be organized, capable of managing multiple deadlines, and possess a collegial and professional manner and outlook.

Reports to: Marketing & Events Coordinator

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required nor a binding contract of any kind.