

Communications & Marketing Intern



About the Job

The Arc Community Advocates is an advocacy organization serving individuals with intellectual and developmental disabilities in Kalamazoo. We provide individual and family advocacy, trainings, and support in Kalamazoo County.

Job Purpose: The Arc Community Advocates seeks a dynamic, self-starter to assist marketing and communications efforts. This internship is an excellent opportunity to experience various aspects of marketing while working for a well-known community based nonprofit organization. Initial duties include 20 hours per week with a potential for increase as need arises. A stipend for this position is available and will be determined at time of position offer.

Duties:

- Update and maintain the organization's social media and web presences via website and Facebook
- Assist in planning, writing, and managing monthly eNewsletter and quarterly newsletter
- Draft, distribute, and pitch news releases, media alerts, and other stories
- Design flyers, graphics, e-vites and other marketing material for major events hosted by the organization
- Attend monthly marketing committee meetings
- Provide support to staff as needed
- Work with other marketing and development staff to reach out to community organizations, general public, and donors with messages about the organization
- Collaborate with staff on new ideas, directions, and venues for marketing and communication

Position Qualifications:

- Firm grasp of available tools and platforms in the social media space
- Completed or working toward a college degree, preferably in a related field (e.g., English, Marketing/Communications, or Public Relations)
- Previous internship or related experience in marketing or communications is a plus
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel).
- Proficiency in Adobe InDesign and Photoshop highly desired. Knowledge of HTML and graphic design a plus
- An effective communicator, both written and oral
- Ability to communicate in a professional manner with press and community contacts
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Enthusiasm for the mission of The Arc Community Advocates and the families we serve

Please submit your cover letter, resume, and a list of at least 3 references by April 14, 2014 to Ashlee Brennan at abrennan@communityadvocates.org