

MARKETING INTERN

REPORTS TO: CHIEF DEVELOPMENT OFFICER
COMPENSATION: VOLUNTEER INTERNSHIP
COMMITMENT TYPE: PART TIME

SUMMARY:

The Children's Advocacy Center of Smith County (CAC) provides comprehensive services to child victims of abuse and their non-offending caregivers in conjunction with a multi-disciplinary team (MDT) made up of Child Protective Investigations, Law Enforcement, and the District Attorney's office. Working within this team environment, the Marketing Intern will participate in the comprehensive support to the Development Team including, but not limited to, marketing, branding, public relations, events, and fundraising efforts consistent with CAC branding guidelines.

ESSENTIAL FUNCTIONS:

- Maintain positive professional relationships with all center staff, volunteers, and MDT members
- Maintain cross-cultural awareness in the performance of all responsibilities
- Participate in the planning and execution of digital content related to child abuse awareness
- Marketing, fundraising and events communication across various social media platforms
- Utilize fundraising software to assist in development of reporting and data entry processes
- Design and edit digital and print campaign materials related to child abuse awareness and fundraising events
- Assist with content and editing of the CAC website, including special events and campaign promotion
- Participate in the organization of annual current and future fundraising events including Bling-O and Women of Courage
- Other duties as assigned by the Communication Manager or Chief Development Officer

JOB REQUIREMENTS AND QUALIFICATIONS:

- High School Diploma or equivalent
- Minimum 18 years of age
- Must be enrolled in an accredited university/college program, classified as a Junior or Senior
- High level of written and oral communication skills, organizational skills, computer skills, collaborative capabilities.
- Passion to learn and gain experience in areas of marketing and communications
- Proficiency with Microsoft Office (Word, Excel, Publisher, PowerPoint, Outlook)
- Ability to work well under pressure and respond quickly to challenges
- Desirable personal qualities include: patience, tact, good judgment, flexibility, a positive attitude, compassion, perceptive, culturally sensitive, motivated, possess high professional standards and ethics, and an ability to get along with a diverse team of people from various disciplines
- Internship dependent upon the successful completion of a background check, including criminal, civil, CPS and registered sex offender clearances.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as exhaustive of all responsibilities, duties and skills required for the position.