



Marketing Intern

Location: Main office

Time: 15-20 hours per week during business hours (9-5pm)

Commitment Level: Minimum of a semester long commitment

Volunteer Duties

Kids Incorporated is seeking data-driven, business-minded, results-oriented Marketing Assistant Intern to work with us this semester. We are looking for candidates in business, marketing, or graphic design with a strong desire to exceed expectations and to market our brand.

Interns will work with the Community Engagement department to assist with:

- Marketing Publications: marketing plan, grant management systems
- Promotional Activities: event planning, fundraising, promote outreach events
- Web Design & Social Media: update Kids Inc. website and social media sites, generate ideas for brochures and electronic newsletters

Skills Required

Professional Skills:

- Experience with graphic design, promotions, public relations, or advertising
- Experience with computer programs (Excel, Word, Publisher, Photoshop, etc.)

Personal Skills:

- Exceptional communication skills
- Accuracy, organization, and attention to detail
- Dependability and strong team player
- Capability to independently manage multiple projects and assignments with deadlines

Additional Requirements

- Standards of Conduct
- Affidavit of Good Moral Character
- Child Abuse & Neglect Reporting
- Photo/Video Release Form
- Volunteer Application
- Confidentiality Statement
- Volunteer Affidavit
- Requirements Acknowledgement
- Acknowledgement of Receipt of Handbook

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