

Marketing Intern Job Description



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dupagefoundation.org

Position:	Marketing Intern
Position Type:	Part-Time (10 – 20 hrs/Week); College Credit and/or Stipend or Hourly Pay Negotiable
Length:	November 2018 – May 2019
Supervisor:	Marketing Manager/Vice President for Advancement
Position Scope:	Seeking a part-time intern interested in gaining valuable not-for-profit experience by assisting with cause-related marketing, public relations, social media/website management, and events. The ideal candidate will be highly organized, creative, and self-motivated, with excellent written and oral communication skills, and experience with social media and web-based content management systems. Familiarity with graphic design and video editing are a plus.

Responsibilities/Tasks:

- Research and author articles for monthly e-newsletter, media releases, and quarterly newsletter.
- Develop compelling, cause-related social media posts for Facebook, LinkedIn, and Twitter.
- Create and disseminate email invitations for Foundation events in Constant Contact.
- Assist with direct mail projects, including database maintenance of addresses.
- Maintain the Foundation's website presence with regular updates.
- Create graphics and design promotional material as requested.
- Attend and photograph events as needed.

Qualifications/Skills Desired:

- High school diploma; pursuing a college or associate's degree in a related field of study.
- Outstanding verbal and written communication skills.
- Experience with Microsoft Word, Excel, PowerPoint, Outlook, and Adobe Creative Suite.
- Competency in graphic design, website management, and video editing, a plus.
- Ability to work independently on assigned projects, while prioritizing tasks to meet deadlines.
- Ability to learn new technologies and skills.
- Availability to work occasional evenings and weekends for some Foundation events.

To Apply: Email a PDF résumé, cover letter, writing sample, and references to Melissa Fischer at melissa@dupagefoundation.org by Thursday, November 1.

Hiring Policy: The DuPage Foundation considers applicants for all positions without regard to gender, race, color, religion, age, national origin, ancestry, disability, political affiliation, marital status, sexual orientation, or any other legally protected status.

The DuPage Foundation raises the quality of life throughout DuPage County by fostering philanthropy, connecting donors to area needs, and building community partnerships.
