

**MOUNTAIN COMMUNITY ACTION PROGRAM, INC.
INTERN DESCRIPTION**

TITLE:

Communications & Marketing Intern

REPORTS TO:

Human Resources Manager

DESCRIPTION:

Mountain CAP 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.

Duties include:

- Update and maintain Mountain CAP social media presence, including scheduling Facebook updates
- Assist in planning, writing and managing quarterly Newsletter
- Draft, distribute and pitch news releases, media alerts and other stories
- Design flyers, graphics, and other marketing material for major events hosted by Mountain CAP
- Update the Mountain CAP website when needed
- Reach out to community organizations, general public and donors with the message about Mountain CAP'S mission
- Collaborate with staff on new ideas, directions, and venues for marketing and communications
- Organize & facilitate monthly Marketing Committee meetings including preparing and distributing agenda, along with taking minutes

Qualifications:

- Comfortable working with various 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
- Willingness to work on a flexible schedule
- Ability to work with indirect supervision in a busy environment
- Computer experience (must be comfortable with basic functions of excel)
- Energetic and friendly, committed to Mountain CAP's mission

DURATION:

January – May 2019, May – August 2019, or August – December 2019

Days and hours are flexible, but ideal candidate would work 5 to 15 hours per week; schedule is negotiable. Minimum of one full semester commitment requested. Opportunities exist for longer duration with corresponding opportunities for growth. Position is unpaid. May work up to 5 hours from home.

TO APPLY:

Send resume & cover letter to bvernon@mountaincap.org with the Subject line: Communications & Marketing Intern
Or Mail resume & cover letter to: Mountain CAP, Drawer 1008, Marion, VA 24354