



Marketing and Communications Intern Job Description

Position Overview

The Marketing and Communications Intern will support the Marketing and Communications Manager of Freedom School Partners (FSP) as well as the development team. This internship will give valuable communications and marketing experience in a non-profit setting. The Marketing and Communications Intern will develop a body of work and become an advocate for children and summer learning in Charlotte.

Primary Responsibilities

- Support all Communications efforts for FSP for the duration of employment.
- Assist in the creation of signage, e-mail campaigns, online promotion, social media etc.
- Capture photos daily throughout the summer.
- Assist in the distribution and delivery of marketing materials.
- Assist with the preparation and delivery of training materials.
- Prepare and gather content and photos for weekly newsletters throughout the summer.
- Update information in FSP's contact management system.
- Lead social media efforts on Facebook, Twitter and Instagram.
- Perform analysis of social media statistics.
- Other duties identified by Marketing and Communications Manager.

Skills Required

- At least 18 years of age, and currently enrolled in communications, marketing, non-profit management or a related field of study at a College or University
- Strong writing capabilities
- Proficient in Microsoft Word, PowerPoint, Excel and Outlook
- Experience with a Cloud-based platform, i.e. SharePoint or OneDrive
- Advance knowledge of current/trending social media platforms
- Enjoys photography and comfortable using a DSLR camera
- Ability to work as part of a team
- Exhibit positive behavior and attitude; model a mature and professional demeanor
- Strong appreciation for individual cultural history and the willingness to be open to and respectful of all cultures
- Enthusiasm for the CDF *Freedom Schools*® program and commitment to children's advocacy and servant leadership
- Valid ID and reliable transportation
- Satisfactory background check for criminal and child protective findings

Accountability

Shall be accountable to the Marketing and Communications Manager

Compensation and Benefits

- Stipend, based on experience
- June 7 – July 27, 2021*
*Dates are subject to change
- 1 paid holiday (July 5)
- Mileage reimbursed at set rate

About Freedom School Partners

Freedom School Partners is a nonprofit organization with the mission to “promote the long-term success of children by preventing summer learning loss through igniting a passion for reading and inspiring a love of learning.”

Application Process

Interested applicants should send cover letter and resume to jenna@freedom-schoolpartners.org with Marketing and Communications Internship in the subject.

PO Box 37363

Charlotte, NC 28237

PH: 704.371.4922

FX: 704.348.9058

freedom-schoolpartners.org



Disclaimer

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Equal Employment Opportunity

FSP desires to have a work-force, which is diverse and inclusive. FSP offers equal employment and advancement opportunities to qualified individuals without regard to race, color, religion, creed, ancestry, national origin, sex, age, disability, marital or veteran status, sexual orientation, gender identity, political ideology or membership in any other legally protected class.