
Cary Center

for the Advancement of Philanthropy and Nonprofit Studies

Communications and Marketing Intern (1 position)

The Cary Center seeks a dynamic, self-starter to work under the direction of the Director of Educational Programs and Operations of the Center.

Responsibilities:

- ◆ Update, maintain and expand the Cary Center's social media presence in platforms such as Facebook, Twitter, Instagram, and Pinterest.
- ◆ Assist in the development of creative concepts and marketing strategies for promoting the programs within the Cary Center.
- ◆ Assist in planning and writing, press releases, articles, and blogs and managing e-blasts and e-newsletters, etc.
- ◆ Design flyers, graphics and other marketing materials.
- ◆ Assist with content development and editing copy of various marketing materials.
- ◆ Collaborate with staff on new ideas, directions, and venues for marketing and communications.
- ◆ Take and edit photos from various events and programs.
- ◆ Take and edit video from various events and programs.

Qualifications:

- ◆ Firm grasp of and fluency in social media platforms.
- ◆ Previous internship or related experience in marketing or communications is a plus.
- ◆ Must be computer literate (working knowledge of Word, PowerPoint, Publisher, and Excel). Proficiency in Adobe InDesign, Photoshop, Illustrator and Dreamweaver highly desired.
- ◆ Must bring personal laptop with Wi-Fi capabilities to office setting in order to complete required daily work assignments.
- ◆ Excellent written and oral communication skills.
- ◆ Ability to communicate in a professional manner with a variety of constituents.

- ◆ Self-motivated, good organizational skills, professional appearance, detail-oriented, ability to prioritize, multi-task, and capable of meeting deadlines.
- ◆ Ability to take and edit photos and video.
- ◆ Strong creativity, flexibility, and adaptability.
- ◆ Enthusiasm for the mission of the Cary Center and its programs.
- ◆ Must have reliable transportation to and from the Cary Center on North College Street in Auburn.
- ◆ Must be able to lift 10-15 lbs box and transport up stairs.
- ◆ Business attire required.

Internship Requirements:

- ◆ Internships must be planned and established within the deadline(s) stated on the application.
- ◆ All internships require a full semester commitment – beginning on the first day of class and ending on the last day of class.
- ◆ Applicants must be highly organized, detail oriented, reliable and well groomed.
- ◆ Interns are expected to attend all Cary Center events and programs and to provide assistance for these events.
- ◆ An internship requires a written agreement between you and your onsite supervisor at the Cary Center. The agreement will include a detailed description of your responsibilities and a performance evaluation form.

Hours: 15 - 20 hours/week

Compensation: This is an **unpaid** internship.

To Apply: Please send a cover letter, resume, references, and completed application to carycenter@auburn.edu.