



Marketing & Communications Intern

The Carbon County Community Foundation welcomes applications from qualified candidates for the Marketing & Communications Intern position. This opportunity is being offered in partnership with the Carbon County Workforce Training Office's 2021 Internship Work Experience Program. Candidates must reside in Carbon County, PA and must be between the ages of 14-24.

The internship is a great opportunity for students interested in learning about nonprofit organizations, marketing and communications, social media, and events. This is a paid (\$9/hr), part-time (20-30 hrs/wk) position.

Responsibilities include:

- Work alongside the President & CEO to execute monthly social media strategies
- Develop and deploy content to our existing social media platforms (Instagram, Facebook, LinkedIn) and website (page updates, blog posts, emails to subscribers)
- Interact with followers and potential customers by communicating and answering questions through the company's social pages
- Provide creative insight into topics to be included in monthly editorial calendars and seek creative ways to spread our message
- Deliver feedback on content performance
- With President & CEO, plan and execute events and meetings (following all CDC guidelines) as needed
- Write and distribute press releases and media updates as needed
- Attend relevant meetings, understand how social fits into broader marketing strategy/goals
- Other duties as assigned and as requested by intern – **this is an opportunity to learn, so any skills or projects you want to try, we are open to giving you the freedom to do so**

Preferred Skills include:

- Current or intended major in business, nonprofit management, marketing, journalism, advertising, public relations, or a communications-related field;
- Some social media management experience
- Strong written and verbal communication skills
- Strong customer service experience with proven ability to solve problems
- Attention to detail and a high motivation to learn
- Comfortable working with Microsoft Office
- Energetic, creative, resilient, and team-oriented
- Entry-level understanding of marketing strategy

To apply, please submit a cover letter and resume via email to director@cccfoundpa.org.

For more information, please contact Sharon Alexander at CCCF at 610-730-2526 or at the email listed above.