



## JOB DESCRIPTION

**TITLE:** Marketing Intern

**REPORTS TO:** Director of Social Media & Graphic Design

**STATUS:** Part Time/Seasonal

This position is REMOTE with the ability to attend offsite events & branches as needed!

### **PURPOSE**

The Marketing Internship will offer hands-on experience in content creation, social media marketing, and event promotion.

### **PRIMARY RESPONSIBILITIES**

- Assist in creating digital content for social media, email campaigns, and other marketing materials.
- Design and schedule email blasts to engage members with promotions, updates, and events.
- Conduct market research to support marketing strategies and outreach efforts.
- Visit branch locations and community sites to capture photos and videos for social media.
- Attend sponsorship events and offsite community events to promote brand awareness.
- Support the marketing team with various creative projects as needed.

### **REQUIREMENTS**

- Pursuing a degree in Marketing, Communications, Graphic Design, or a related field. (At least second year and in good standing) – Transcripts required.
- Strong writing, design, and social media skills.
- Experience with Canva, Adobe Creative Suite, or similar design tools is a plus.
- Ability to work independently and collaborate with a team.
- Reliable transportation to attend offsite events.

### **WORKING CONDITIONS**

- Ability to lift 20 – 25 pounds.
- Ability to sit/stand for long periods of time