



Position Description

Marketing & Communications Intern

The Sharing Center was established in 1986 to serve our community in need with life's basic essentials and with the mission to provide essential resources to those in need while ensuring dignity, reflecting Christian generosity, and sharing God's love. The Sharing Center serves our community's most vulnerable individuals and families experiencing food insecurity and poverty and our homeless neighbors in need.

The Sharing Center is currently seeking a Marketing and Communications Intern to join the team. This role will report to the Director of Marketing & Innovation.

Through our internship program, we are looking for talented young professionals passionate about helping families and willing to further the cause and contribute to preventing hunger and homelessness. This will be a fantastic opportunity to work in your community. This role will work closely with the Director of Marketing & Innovation and collaborate with the entire organization. The Marketing & Communications Intern will work on digital, promotional, and traditional media as well as assist in the creation of press releases, process guides, special events and content.

RESPONSIBILITIES

- Assist with development of creative content and marketing strategies for promoting the work of The Sharing Center
- Develop content for promotional materials including electronic newsletters, website, social media and blog
- Assist by drafting press releases and research media contacts for event/campaign marketing
- Prepare social/digital media impact reports
- Build and manage photo and video content
- Develop new and/or update existing procedural guides

TIME/LOCATION REQUIREMENTS

We are asking for a minimum of 15 hours per week, and are flexible on what days and times.

QUALIFICATIONS/REQUIREMENTS

- Possess skills at initiating innovative ideas and judging correctly what will appeal to target audiences
- Exceptional writing ability and experience with writing stories
- Ability to collect and synthesize information from diverse sources
- Must be creative & resourceful
- Must be able to multi-task
- Experience with using social media in a business capacity a plus: Twitter, Facebook, LinkedIn and Instagram
- Experience with WordPress is also a plus

All qualified applicants please submit cover letter and resume to Margaux Pagán at margaux.pagan@thesharingcenter.org.