



Intern Job Description: Marketing intern

Purpose:

To further the mission of Habitat for Humanity Saint Louis (HFHSL) by assisting with HFHSL's marketing needs, including (but not limited to) event planning, updates to our social media and website, and photography.

Duties and Responsibilities:

- A. Help in planning and implementing Habitat for Humanity's events. This may include:
 - a. Attending and participating in appropriate committee meetings, often held in the evenings
 - b. Assisting with phone calls and mailings to past and current event participants and donors
 - c. Maintaining detailed records of all event donors
 - d. Attending events and assist in whatever capacity is needed.
 - e. Packing and preparing items to go to the event. Unloading, setup and cleanup at event.
 - f. Developing detailed event binders including timelines, tasks, budgets, templates and volunteer requirements for each special event
- B. Update HFHSL's social media presence, including scheduling Facebook and Twitter updates.
- C. Write creative and interesting blog posts for www.habitatstl.org/blog.
- D. Assemble e-newsletters for various HFHSL programs or committees.
- E. Update the HFHSL website when needed.
- F. Take photos as needed.
- G. Assist with uploading and organization of HFHSL's online photo galleries.
- H. Other marketing related projects as assigned

Note: Intern may be required to do some, but not all of the duties listed above. If there is a specific project the intern would like to gain experience in, please discuss during the interview process.

General Requirements:

The candidate must:

- Possess the ability to work well in an extremely fast paced, ever changing environment;
- Be well organized, and have strong critical thinking skills;
- Have exceptional oral and written communication skills;
- Possess superior interpersonal skills, with the ability to work well with a diverse group of individuals;
- Have the ability to work a flexible schedule, including some weekends and evenings;
- Be computer literate, possessing general Internet navigation abilities;
- Be a regular user of social media outlets;
- Be proficient in Microsoft Office, specifically Word and Excel and have a general knowledge mail merge and label creation process;
- Have regular and consistent computer access, including the ability to work online from a remote location;
- Must have reliable transportation;
- Currently be working towards a degree at a university, college, or trade school, in a related field;
- Have at least a Sophomore class standing/ranking, with a minimum 3.0 GPA/4.0 scale;
- This internship is open to all majors; emphasis on Communications, Marketing, Nonprofit Management, Business Administration, and English.

Physical requirements:

Ability to stand and/or work on a computer for long periods of time; walk up and down stairs multiple times throughout the day; and lift at least 25 pounds.

Work Schedule/Time Commitment:

Flexible, 10-15 hrs/week, with exact days and times to be determined according to your school schedule and event schedule. In the weeks leading up to events and week of events, hours will likely increase. This internship requires a total of 180 hours per semester. Some job duties may be done from home, but regular visits to HFHSL's office to meet with the Marketing and Communications team will be required.

Stipend: This internship is not stipend; however, there is the potential for academic credit.

Responsible to: Marketing & Communications Manager and Volunteer Services Manager

To apply for this internship, please send a cover letter and resume to internships@habitatstl.org.

Email submissions only! Please NO phone calls!