



## Intern Job Description: Women Build Marketing

### **Purpose:**

To further the mission of Habitat for Humanity Saint Louis (HFHSL) Women Build Program by assisting with Women Build's various marketing needs including developing media and sponsorship packages, writing fundraising appeals, and developing and compiling collateral materials.

### **Duties and Responsibilities:**

- A. Developing media and sponsorship packages as needed to support various program activities;
- B. Writing fundraising appeals for the Women Build program;
- C. Developing and compiling collateral materials to support program activities;
- D. Develop detailed binder and SOPs including timelines, tasks, budgets, and volunteer requirements.

### **General Requirements:**

The candidate must:

- Possess the ability to work well in a 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, possessing the ability to work well with a diverse group of individuals;
- Have the ability to work a flexible schedule;
- Have self discipline and time management skills necessary to work independently;
- Be computer literate, including the ability to navigate the internet;
- Be proficient in Microsoft Office, specifically Word and Excel;
- Have regular and consistent computer access, including the ability to work online from a remote location;
- 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, approximately 12-15 hrs/week, with exact days and times to be determined according to your school schedule. Some job duties may be done from home, but regular meetings with the WB Steering Committee Co-Chairs, Women Build Communications Team Leaders, and/or HFHSL will be required.

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

**Responsible to:** Women Build Steering Committee Co-Chairs and/or Women Build Communications Team Leaders, HFHSL Marketing/Communications Manager, and HFHSL Volunteer Services Manager

**To apply for this internship,** please send a cover letter and resume to [internships@habitatstl.org](mailto:internships@habitatstl.org).

**Email submissions only! Please NO phone calls!**