



Famicos Foundation, Cleveland's oldest nonprofit community development corporation, is searching for a marketing intern for 6 months (March through September). In 2020, Famicos Foundation is celebrating its 50th anniversary of incorporation. The Marketing Intern will assist the Marketing Specialist in creating marketing materials for the 50th Anniversary festivities, which include a major fundraising campaign and several large events. Materials produced will be both digital and print. The intern will also be photographing events, posting on social media channels, and creating and tracking email campaigns.

JOB DESCRIPTION

Position: Marketing Intern

Location: 1325 Ansel Rd

Status: part-time, 20 hours per week

Salary: \$10-\$15 per hour

Duration: Through September, 2020

Reports To: Tara Mowery, Marketing Specialist

Responsibilities:

- Develop content for all social media channels (Twitter, Facebook, Instagram, YouTube)
- Take photos and video at events
- Create and track email campaigns
- Assist with creation of printed materials, using Adobe Creative Cloud
- Collaborate with staff on new ideas, directions, and tools for marketing and communications
- Other duties as assigned

Qualifications:

- Completed or currently enrolled in a post-secondary education program
- Possess strong written and verbal skills in English
- Ability to work independently and creatively, desire to learn
- Knowledge of Microsoft Office and other content creation platforms
- Proficient with social media platforms
- Ability to create and design both digital and print content
- Strongly prefer photography and video skills
- Must have a valid driver's license

To Apply:

Please send cover letter, resume and design sample to Dea Walker, Human Resources Manager at dwalker@famicos.org