Catholic Charities seeks a dynamic and motivated intern to assist with marketing and communications efforts. The Catholic Charities Communications & Marketing Internship is a professional skills internship to assist the Communications & Marketing department in implementing communications and marketing strategies. The Communications & Marketing Internship is a valuable opportunity to learn about marketing and communications and build a portfolio while working at a well-known and respected nonprofit organization in San Francisco serving the most vulnerable. The Intern will work independently and in a team to fulfill organizational strategic goals and initiatives related to communications, fundraising, programming and events.

QUALIFICATIONS

• Exceptional familiarity and use of social media tools and platforms including Facebook, Instagram and Twitter etc.
• Working toward a college degree preferably in a related field (e.g., English, Marketing, Advertising or Public Relations)
• Previous internship or related experience in marketing or communications a plus
• Understanding of the basic principles of public relations and/or marketing
• Must be computer literate (working knowledge of word processing, PowerPoint, Excel)
• Proficiency in Adobe InDesign and Photoshop highly desired.
• Knowledge of HTML, website content management and graphic design a plus
• Possess excellent written and oral communication and interpersonal skills
• Genuine enthusiasm for creating compelling marketing materials to support Catholic Charities programming
• Self-starter, good time management, creative, with ability to communicate in a professional manner
• Ability to work well independently, and within a team

RESPONSIBILITIES

• Make organization’s website and social media channels dynamic and engaging and regularly update website with current events, relevant news, etc.
• Draft news releases, media alerts, blog posts, and other stories
• Write content and design flyers, graphics, e-vites and other marketing materials
• Develop interesting content for Catholic Charities social media profiles
• Provide input for creative marketing strategies and social media campaigns
• Research social media influencers and promotion tactics
• Collaborate with staff on new ideas, directions, and tools for marketing and communications

START DATE: Position open until filled, requires 3 – 6-month commitment

HOURS: 8 – 12 hours/week.

STIPEND: $500 a month. Must be eligible for school credit.

TO APPLY: Please send cover letter, resume and writing sample to Cailan Franz at cfranz@CatholicCharitiesSF.org