



Catholic Charities

MARIN ♦ SAN FRANCISCO ♦ SAN MATEO

COMMUNICATIONS & MARKETING INTERN

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