



**POSITION: Community Relations/Marketing Intern**

Reports to: Community Relations/Marketing Manager

**Purpose of Position:**

The Public Relations/Marketing Intern serves as an integral team member of the agency administrative, marketing, and fund development section to assist in various day to day administrative and marketing tasks.

**List duties & responsibilities:**

1. Assists as Community Relations/Marketing team member with the BBBSH staff. Support key elements of the agency marketing program including: PR, social media, website development, e-communications, outreach events, speaking engagements, fundraising campaigns and general marketing of the agency and its programs.
2. Assists with presentations to outside organizations to promote the agency.
3. Promote adherence to BBBS brand guidelines and maintain shared resources for statewide staff.
4. Assists manager to maintain a database of all current and prospective donors to include, but not be limited to, individual donors as well as institutional and government sources of funding.
5. Provide assistance relative to all BBBSH administrative and marketing efforts, to include special fundraisers and other administrative tasks.
6. Help oversee the identification, cultivation, solicitation, and stewardship of individual donors at BBBS.
7. Assists in the identification of possible grant and corporate sponsorship opportunities.
8. Assists in drafting press releases and media advisories to secure coverage for newsworthy happenings within the Agency.
9. Assists in the maintenance of the Agency website with social media including but not limited to Facebook, Instagram and LinkedIn.
10. Represents the Agency at community and program events.
11. Assists other BBBSH staff as needed and necessary.

**List any specific skills or qualifications needed:**

- Developing excellent written and oral communication skills
- Energetic, flexible, resilient, collaborative and proactive; a self-starter with the ability to work well independently and in a team setting.
- Familiar in using Microsoft Office software (Outlook, Word, Excel, PowerPoint)
- Familiar with Graphics applications. (Adobe, Canva)
- Able to work on multiple projects at a time
- Familiar in using general office machines and telephone
- Able and willing to work cooperatively with others both externally and internally
- Able to maintain a high degree of discretion dealing with confidential information
- High attention to detail
- Strong commitment to JEDI (Justice, Equity, Diversity and Inclusion)

Number of hours needed per week for each employee: 5-10

Days/hours available for student(s) to work each week: Flexible

Remote Work Primarily

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Departmental Manager/Supervisor Signature

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Date