



## Social Media & Marketing Intern - Unpaid

**Position:** This position is a Part-Time, unpaid internship position, unless otherwise negotiated. This is responsible for overseeing all social media outlets (Facebook, Instagram, etc) as well as assisting in the marketing of all events and branding for Habitat for Humanity of Kenosha.

### **Duties & Responsibilities:**

- Acts in partnership with the Events Committee and reports to the Executive Director.
- Carries out all Habitat for Humanity branding and marketing policies, guidelines, and expectations.
- Attends all Events Committee meetings.
- Develops an effective Strategic Marketing plan based on the needs of the affiliate; to be approved by the Executive Director.
- Works in partnership with the Executive Director to develop and schedule posts 1 – 2 months in advance.
- Coordinates and communicates with the Volunteer Coordinator to recruit volunteers via social media and other marketing events. This position must communicate needs for skilled volunteers in a timely fashion allowing sufficient time for Volunteer Coordinator to schedule such skilled volunteers.
- Creates engaging posts and branding for the affiliate.
- Coordinates with the Executive Director to order necessary marketing supplies prior to events.
- Coordinates with the Site Construction Manager to capture volunteers at work on the job site.
- Partners with the Site Construction Manager and Executive Director to effectively and fairly recognize business sponsors.
- Performs other appropriate activities and duties as assigned.

### **Qualifications:**

- Must be currently enrolled in continuing education; preferably in Media/Marketing or a related field
- Proficiency organizational skills
- Excellent written and verbal communication skills
- Comfort with fast-paced environment