

Title: Marketing Intern

Reports To: Director of Development and Marketing

Location: Seattle, WA

About Global Visionaries

Global Visionaries (GV) is a 501c(3) nonprofit legal institute located in Beacon Hill, Seattle. GV empowers young people to become global leaders in creating a just and sustainable future. The year-long Leadership Program provides youth a global perspective empowering them to understand the intrinsic relationships between local and international social and environmental justice issues.

Position Summary

The Communication/Marketing Internship is designed for individual who wishes to gain hands-on experience with nonprofit's marketing and social media management. The Intern will work directly with the Director of Development and Marketing to assist in the marketing aspects (printed and digital) of fundraising and events, and to monitor social media.

Specific duties include, but are not limited to

- Manage data base of donors
- Manage email cadence and execution for various donor efforts
- Assist with determining target marketing of campaigns
- Maintain digital and printed marketing materials
- Conduct research regarding marketing strategy and materials as assigned
- Some opportunity for graphic design, copywriting as experience and skills permit

Qualifications

- Possess an interest in a nonprofit career, particularly development and fundraising
- Possess an interest in marketing planning and execution
- Unimpeachable ethical standards and personal integrity
- Strong interpersonal skills and attention to detail
- Demonstrate an understanding of print production and brand guidelines
- Knowledge of Microsoft Office and other online marketing applications
- Knowledge of social media (i.e. Facebook, Twitter, Instagram, LinkedIn, and blogs)
- Knowledge of web programming engines (e.g. WordPress) is desirable
- Ability to manage multiple tasks and work effectively in a team environment
- Demonstrated desire to learn

Hours, Start Date and Duration

Flexible within business hours (9:00 am- 6:00 pm). A firm commitment of 10-20 hours per week is required. Minimum 3-month commitment, with a 6-month commitment desirable. May include some evenings and weekends.

The internship will start at a mutually agreed upon date and may continue throughout the year depending on mutual interest and satisfactory performance.

This is an unpaid internship. However, there is an allowance for school credit (CPT/OPT eligible) if permitted by the college/university of the applicant. Position offers an excellent opportunity to work on substantive projects and can result in a great reference.

How to Apply

Email cover letter, resume, and the supplemental questionnaire to officemanager@global-visionaries.org with a subject line of "Application for Communication/Marketing Intern".