Job Description: Marketing and Communications Intern

United Way of Southeast Mississippi is a local non-profit organization that strives to make a positive impact in Forrest, Lamar, Perry and Marion counties. By providing funds to partnering agencies, United Way addresses community issues in four impact areas: education, financial stability, health, and support services.

Position: Marketing and Communications Intern
United Way of Southeast Mississippi seeks a dynamic, self-starter to assist marketing and communications efforts. This internship is an excellent opportunity to experience various aspects of marketing while working for a well-known nonprofit organization.

Responsibilities:

- Update and maintain United Way’s social media presence, including daily monitoring, posting, scheduling and reporting Facebook updates
- Assist in planning, writing and managing e-newsletters
- Design flyers, graphics, e-vites and other marketing material
- Collaborate with staff on new ideas, directions, and tools for marketing and communications

Qualifications:

- Firm grasp of available tools and platforms in the social media space
- Completed or working toward a college degree (junior level and up), preferably in a related field (e.g., English, Marketing/Communications, 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

Send resume and cover letter to:

Staci Cox
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