



COMMUNITY FOUNDATION
OF LOUISVILLE

POSITION DESCRIPTION

TITLE:	Marketing & Design Internship
REPORTS TO:	Vice President, Marketing & Communications
DEPARTMENT:	Marketing & Communications with additional support to Community Leadership
STATUS:	Intern/part-time, 10-20 hours/week
TIMING:	Beginning May 2016 – December 2016, or longer upon mutual agreement

Nature of Work

The Community Foundation is offering an internship, 10-20 hours per week, under the supervision of the Vice President of Marketing & Communications. The intern should be an undergraduate or graduate student or recent graduate (communications, marketing and design majors preferred) who is capable and willing to complete a number of marketing projects, graphic design, online media support and analysis, writing, as well as provide cross-departmental support for special community projects.

Essential Job Duties

Responsibilities will be a mix of creative development, project management, and administrative support, including:

- Provide cross-departmental support for Give Local Louisville, a major initiative of the foundation that raised \$3 million in 24-hours for 362 nonprofits in 2015, its second year. The intern will be an integral member of the team for the ramp up and implementation of this initiative for 2016, which we hope to grow substantially.
- Design, format and edit printed and digital marketing and advertising materials
- Project management of multiple concurrent activities
- Assist with electronic communications including writing and design for website, eNews, and social media platforms
- Assist with public relations activities including press conferences, press releases, and blog posts
- Assist with the production of elements needed for *ForGood* magazine
- Assist with other duties as assigned

Special Skills Wanted

Graphic design, photography, organization, project management, and writing. Must be proficient in Adobe Creative Suite and Microsoft Office Suite. Video shooting and editing a plus.

Benefits to intern

This internship will provide a student with hands-on experience and an opportunity to develop a portfolio of work using traditional and new media to market the services, brand and major projects of the largest foundation in the region. The intern will gain a greater understanding of the nonprofit and foundation fields, how to create marketing impact on a moderate budget, and will benefit from the general experience of working in a small office.

Compensation

\$9.25/hour plus credit as available from school

The Community Foundation of Louisville is an equal opportunity employer.