Marketing & Development Internship

GENERAL INTERNSHIP DESCRIPTION: The Development Department at Second Harvest Food Bank (SHFB) is seeking applications for Marketing & Development positions for Spring 2019 and Summer 2019. Interns will be responsible for assisting across multiple program areas including communications, public relations, event coordination, fund development, and general administrative duties around the needs of the Development Department.

Interns will be expected to work weekly throughout the semester, based on the student’s availability and current projects, approximately 8-20 hours/week. Normal working hours are 8:00am-4:00pm; work schedule for this internship is flexible. Hours can and will extend beyond normal working hours. This position is a part-time, unpaid Internship that can be used to fulfill school credit.

Responsibilities
- Become familiar with the SHFB programs, events, and brand.
- Assist as needed with marketing and fundraising campaigns, including digital e-mail appeals, newsletters and print materials. This may include drafting content, pulling recipient lists, addressing mail, etc.
- Research corporate, foundation or individual donor prospects and develop tailored fundraising marketing pitches and outreach efforts.
- Assist in preparation of development materials for funder meetings, internal newsletter, and other communications as requested
- Draft press releases, pitches, and media alerts.
- Create content for Communications & Marketing Calendar.
- Assist with communications and public relations for special events including Can Jam, CANstruction, and Empty Bowls.
- Assist with the planning of Empty Bowls, including sponsor solicitation.
- Design work: SHFB collateral materials, Constant Contact templates, etc.
- Participate in development and marketing & communications planning meetings.

Requirements
The successful candidate will possess strong communication and interpersonal skills, attention to detail, creativity, excellent judgment, and willingness to learn and work as a team member. Experience with Adobe Creative Suite and Canva preferred.

TO APPLY We are currently accepting applicants for the Spring 2019 and Summer 2019 terms. To apply for this internship, please send a cover letter and resume to Dannah Hartman, Development Coordinator, at dhartman@caclv.org and include Marketing & Development Intern in the subject line. The position will remain open until filled.