



FAMICOS FOUNDATION

Famicos Foundation, Cleveland's oldest nonprofit community development corporation, is searching for a marketing intern for the spring 2020 semester and/or beyond. In 2020, Famicos Foundation is celebrating its 50th anniversary of incorporation. The Marketing Intern will assist the Marketing Manager in creating marketing materials for the 50th Anniversary festivities, which will include a fundraising campaign and events. Materials will be both digital and print. The intern will also be photographing events, posting on social media channels, creating YouTube videos, and creating email campaigns.

JOB DESCRIPTION

Position: Marketing Intern

Location: 1325 Ansel Rd

Status: part-time, 20 hours per week

Salary: \$15 per hour

Duration: Spring Semester, January to May 2020

Reports To: Tara Mowery, Marketing Manager

Responsibilities:

- Supporting day-to-day proactive and reactive communications functions
- Assist in planning, writing and managing e-blasts and e-newsletters for 50th anniversary
- Develop content for and support maintenance of the website and social media channels
- Take photos at events
- Create email campaigns
- Researching and implementing new strategies and audiences
- Collaborate with staff on new ideas, directions, and tools for marketing and communications
- Other duties as assigned

Qualifications:

- Currently enrolled in Bachelor's program or higher
- Possess strong written and verbal skills
- Ability to work independently and creatively
- Proficient with Microsoft Office, MailChimp or Constant Contact, Facebook, Twitter, Instagram, and YouTube
- Some knowledge of Adobe Creative Cloud (InDesign, Photoshop)

- Photography and video skills are a big plus

To Apply:

Please send cover letter, resume, and two print or digital design samples to Tara Mowery, Marketing Manager, at marketing@famicos.org