Position Title: Marketing Internship

Community Service Partner: Charity Champions

Job Description: *HIRING ONLY FOR ACADEMIC YEAR 2021/2022*

Marketing Internship Statement of Work for Charity Champions
The Marketing Intern’s primary responsibility is to provide marketing and outreach services to nonprofit organizations. The expectations of the marketing intern are to:

1. Identify the overall marketing needs of the organization and help produce them. Such as, but not limited to:
   a. Social Media
      i. Content
      ii. Photos, video, regular posts, events, etc.
      iii. Posting calendar
   b. Physical Collateral
   c. Website
      i. Creation
      ii. design
   d. External and internal communications
      i. Press releases
      ii. Pitch letters
      iii. Newsletters
      iv. Blog posts
   e. Advertisements
   f. Event set ups
   g. Event promotions
   h. Graphics
   i. Branding
   j. Brand guidelines

2. Four social posts per week, One Live Stream per semester, One NEW creative flyer per month, One Collateral refresh per month (if applicable).

3. You will also have weekly individual meetings with TFNB Your Bank for Life supervisor, and one “touch point” meeting with organization per week. At least 50% of your time must be spent within the organization’s office.

4. Website content review/refresh, One creative design for major fundraiser per semester.

Hourly Rate: $12.00 - $15.00/hour

Apply for Position: Please attach and email your application materials (application form, resume, and cover letter) to rmccormick@tfnbtx.com.

Please DO NOT send application materials to Student Employment.