



Position: Marketing Intern

Supervisor: Vice President of Development & Marketing

Position Description:

This position will work closely with the Vice President of Development and Marketing and the organization's PR Company. This position will assist with agency communications, with a focus on digital communications, including but not limited to producing content for various social media platforms, writing content for blogs and newsletters, producing board member feature stories and profiles, and reviewing content.

Core Values of Staff

- *Compassion:* We act with compassion toward others and work for the good of others, respecting people as the authors of their own lives.
- *Client-Centered Service:* We work to achieve client satisfaction, both internal and external.
- *Integrity:* We act with integrity that promotes the highest confidence, trust and accountability.
- *Leadership:* We demonstrate leadership in our organization and throughout the communities we serve.
- *Teamwork:* We work as a team, achieving mutual goals and objectives collaboratively and collectively.

Minimum Qualifications:

- Excellent communication skills
- Passionate about writing and creating content
- Strong organizational skills
- Strong interpersonal skills
- Customer service-oriented
- Ability to manage and prioritize work with strong organizational and time management skills and exceptional attention to detail
- Ability to work both independently without close oversight, but also work as a team player who will productively engage with others at varying levels of seniority inside and outside PADV
- Advanced computer skills, experience with video editing and using office equipment
- High energy and passion for PADV's mission is essential
- Access to reliable transportation
- Performs other duties as assigned

Placement Requirements

- Junior level student or higher
- Preferred Majors include: Marketing, Digital Communication, Public Relations and Journalism
- Commit to serving two semesters
- Available during daytime/regular business hours (9:00 a.m. – 5:00 p.m.), evening and weekends as needed to support special events.
- Pass a criminal background check