



Position Title: Marketing and Communications Intern

Reports to: Intern Director and CEO

Status: Part-time, Unpaid, Temporary, Non-Exempt

Location: 800 Howe Ave #440, Sacramento, CA

Essential Job Function: This is a flexible, unpaid, part-time (approximately 15-35 hours a week) marketing internship position for the entire semester. The intern will report directly to the CEO and Intern Director. It is necessary for the intern to actively participate in both the development team and programming team efforts within the agency.

Typical Duties:

- Draft and design public relations and marketing materials for programs and events including flyers, signs, social media, press releases, fact sheets, infographics and other materials as directed
- Interview matches and create "Match Story" moments (video, print, photo montages)
- Assist with organization of existing impact story bank
- Assist with maintaining website
- Assist in promotion of our corporate partnerships, signature fundraising events, donor stewardship, and donor acknowledgement initiatives
- Establish positive relationships with staff, volunteers, clients and parents/guardians
- Perform other administrative duties for the Sacramento office and personnel as needed
- Maintain a professional social media presence on all personal accounts
- Other duties as assigned

Qualification and Requirements

- Must have high level of organization
- Must be able to work under deadlines
- Must be willing and able to work with diverse populations
- Must have reliable transportation, valid driver's license and insurance

Please submit your resume and cover letter to Deirdra Bradley at deirdra@bbbs-sac.org for consideration.