



Fellowship Square

Organization: Fellowship Square Foundation

Position Title: Intern, Marketing Coordinator

Status: Part-Time

Hours Details: Flexible Hours, between 10 – 15 hours/ week (fall, winter, spring) for a minimum of 10 weeks; 10 - 20 hours/ week (summer) for a minimum of 8 weeks

Pay Details: Unpaid position; college credit and limited stipend may be available

Location: Reston, VA

Supervisor: Senior Director

Fellowship Square Foundation (FS) is a 501(c)3 nonprofit organization whose mission is to improve the lives of older adults who struggle to make ends meet by providing them with affordable housing and supportive services. FS is seeking a self-motivated individual to support our external marketing efforts. FS is fast-paced mission driven organization with an exciting internship opportunity for someone looking to gain experience in the fields of nonprofit management, senior/aging-related services, marketing and event planning.

Responsibilities:

- Assist in execution of overall marketing plan including print and online campaigns and activities
- Evaluate current marketing efforts and make adjustments or recommendations
- Research relevant events, publications and online non-profit programs that could be incorporated into FS's marketing efforts
- Develop imagery strategy with photos, graphic elements, logos, etc.
- Undertake efforts to develop new marketing collateral and materials as needed
- Research taglines, themes and products that align with our mission
- Seek new opportunities to expand current social media activities such as creating videos of FS activities, residents or events
- Compile list of third-party opportunities for award or program recognition
- Manage archive of newsletter and other print collateral
- Assemble and maintain an inventory of marketing kits at all time
- Develop marketing schedule of all email and print communications
- Research and determine best Photo-Hosting Web Service
- Attend community events and distribute FS information as needed
- Research and update affordable senior housing statistics, research and update FS resident statistics

Qualifications:

- Display a can-do attitude and provide excellent customer service
- Have computer skills, including Microsoft Applications (i.e. – Word, Excel, PowerPoint)
- Knowledge in WordPress and Adobe Photoshop a plus
- Communicate clearly and effectively through writing and speaking

Expectations:

The intern will be expected to keep a consistent, though flexible, schedule. The intern may be asked to attend off-site meetings, so transportation is important. The intern should be able to successfully communicate with people from various backgrounds and cultures. Organizational, interpersonal, verbal and written communications skills, strong attention to detail, ability to multi-task, prioritize and exercise good judgement are important skills.

To Apply:

Send cover letter and resume to info@fellowshipsquare.org.