



## **Intern Job Description: Marketing and Communications Intern/Volunteer**

The Connecticut Boys and Girls State Foundation is a 501(c)3 non-profit organization that believes in inspiring young men and women to become active and engaged citizens in our democracy and upholding the pillars of the American Legion Family. In a political climate that is becoming more divisive than inclusive, the need for leadership among our youth has never been more critical. Through the American Legion Family's programs, the youth will learn how they can direct all aspects of local and state government, strengthen their leadership and presentation skills, and develop solutions to critical problems facing them today. As a result of their participation in the program and engagement in the alumni association, we empower graduates to become active citizens within their respective communities, inspire action and lead enduring change that will last a lifetime.

**Position:** Marketing and Communications Intern/Volunteer

**Description:** The Connecticut Boys and Girls State Foundation seeks a dynamic, self-start to assist marketing and communications efforts. This internship/volunteer opportunity is an excellent way to experience various aspects of marketing while working for an all-volunteer non-profit organization.

### **Responsibilities:**

- Assist with updating and maintain the Foundation's social media presence across various platforms
- Assist in planning, writing and managing a monthly Newsletter
- Draft, distribute and pitch news releases, media alerts and other stories
- Assist with the design of flyers, graphics, e-vites and other marketing material for major events
- Assist with updating the Foundation's website as needed
- Assist with organizing and attend monthly marketing committee meeting
- Staff information tables and assist with outreach to the community organizations, public and donors with the message about the Foundation's mission to inspire young people to become active citizens in their communities
- Collaborate with staff on new ideas, directions, and venues for marketing and communications

### **Qualifications:**

- Firm grasp of available tools and platforms in the social media space
- Completed or working toward a college degree, preferably in a related field
- Previous internship or related experience in marketing or communications is a plus
- Must be computer literate (working knowledge of Microsoft Office)
- Proficiency in HTML and graphic design a plus
- Effective communicator with the ability to do so in a professional manner with press and community contacts
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines

**Start Date:** Position open until filled, requires 3 – 6-month commitment

**Hours:** 12 hours/week with work completed remotely or in conjunction with Board and committee meetings

**Pay:** This is an unpaid/Volunteer internship. There is opportunity for school credit if allowed by the college/university of applicant. Position offers an excellent opportunity to work on substantive projects and can result in a great reference.

**To Apply:** Please send a cover letter and resume to James Hefner, CEO at [JHeffner@ctbgsfoundation.org](mailto:JHeffner@ctbgsfoundation.org).