



Marketing and Communications Intern

Summary

This is an internship position under the immediate supervision of the External Affairs Coordinator. In this position, interns will assist staff with a variety of graphic design, writing, video, and other content development.

Time Commitment

5-10 hours weekly.

Duties

The Marketing and Communications Intern might perform one or more of (but is not limited to) the following tasks:

- Assist in developing content for NCADA’s various communication channels, including website, emails, newsletters, blogs, promotional materials, social media, etc.
- Produce and edit external written communications.
- Monitor NCADA’s social media sites, and interact with NCADA followers when appropriate.
- Create visual content including images, infographics, flyers, and video.
- Contribute to and inform NCADA’s marketing and communications strategy with best practices and new ideas.
- Work as a member of the NCADA team in all areas that promote the mission and overall success of the agency.
- Perform all other work as assigned.

Qualifications/Specifications

Personal Attributes

- Good communication skills, a high degree of cooperative spirit, and the ability to take initiative.
- Good organizational skills and follow through with commitments.
- A high degree of maturity, judgment, and leadership.
- Some degree of flexibility with regard to work schedules.
- Intellectual curiosity and abundant creativity.

Specialized Knowledge, Experience, or Training

- Attend a general orientation with the External Affairs Coordinator to become acquainted with NCADA’s services, policies and procedures, and internship opportunities.
- Currently enrolled in an educational program related to marketing, communications, or a related field.
- Strong social media, writing, and editing skills.

Intern Signature _____ Date _____

Supervisor Signature _____ Date _____