



## **MARKETING & COMMUNICATIONS INTERN**

### **POSITION DESCRIPTION**

We are looking for an enthusiastic, detail-oriented student who is pursuing a degree in communications and/or marketing. Ideal candidates will be resourceful, innovative and have a passion for their work and engaging with others. Primarily the intern will work with the Marketing & Communications Manager, assisting with activities designed to publicize and promote the Garden. We offer one internship during the spring (February-May) and fall (September-December) for 10-15 hours a week, Monday-Friday, with a \$500 stipend upon successful completion. We offer one paid internship during the summer (May-August) for 35-40 hours per week.

### **POSITION RESPONSIBILITIES**

1. Assisting with all social media including:
  - Facebook
  - Blog
  - Twitter
  - Instagram
2. Promoting programs and events, including:
  - Posting to community calendars
  - Press releases
  - Promotional materials distribution
  - Assisting with photography (taking and managing photos)
3. General communications, including:
  - Website updates
  - Quarterly newsletter
  - E-newsletter
  - Maintaining in-house brochure racks
4. Assist in marketing and communications planning for a nationally touring exhibit; Nature Connects®: Art with LEGO® Bricks coming to the Garden in 2018
5. Other duties as requested.

### **EDUCATION, EXPERIENCE AND ESSENTIAL FUNCTIONS:**

1. Second year or higher student seeking degree in communications and marketing field.
2. Previous office experience preferred with basic computer skills, and working knowledge of Microsoft Office and/or other database programs.
3. Excellent written, verbal and interpersonal communications skills with sincere desire to serve our community.
4. Ability to write in a voice different from your own, and proof read for self and others.
5. Complete tasks demonstrating attention to detail, accuracy and thoroughness.
6. Dependable, reliable and team player.
7. Must be physically able to stand, kneel, or walk for extended periods of time, lift up to 20 lbs. and work outside in all types of weather conditions.
8. Experience working within a non-profit environment and/or using community resources is a plus.
9. Photography skills are a plus.

### **TO APPLY:**

Email completed application with supporting documentation and three creative writing samples to Aubrey Brennan at [marketing@gbbg.org](mailto:marketing@gbbg.org) by: Spring – December 1; Summer – March 1; Fall – May 1