



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 Coordinator, 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, paid hourly. We offer one paid internship during the summer (May-August) for 20-25 hours per week.

POSITION RESPONSIBILITIES

1. Assisting with all social media including:
 - Facebook
 - Blog
 - Twitter
 - Instagram
2. Assisting with promoting programs and events, including:
 - Posting to community calendars
 - Press releases
 - Promotional materials distribution
 - Assisting with photography (taking and managing photos)
3. Assisting with general communications, including:
 - Copywriting
 - Website updates
 - Quarterly newsletter
 - E-newsletter
4. Assist with marketing and communications related engagement activities at events.
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 by: Spring – February 1; Summer – March 1; Fall – May 1