



**POSITION TITLE:** Marketing and Communications Intern

**BRANCH:** National Safe Place Network (NSPN)

**REPORTS TO:** Communications Coordinator

**STATUS:** Internship

**SALARY RANGE:** Unpaid

**POSITION SUMMARY:**

As the nation's leading nonprofit organization committed to strengthening communities through youth development, healthy living and social responsibility, NSPN offers more than just an internship. NSPN offers you a chance to make a lasting difference in your community. As a vital part of the Communications Department of NSPN, the Marketing and Communications Intern is responsible for creative collaboration and development of marketing collateral, strategizing and promotion of NSPN and its programs as the field thought leader, and promoting positive member engagement.

**POSITION REQUIREMENTS:**

- Excellent oral and written communication skills
- Strong creativity
- Ability to work both independently and as part of a team
- Strong attention to detail
- Self-motivated, good organizational skills, ability to prioritize, and multi-task
- Dependability; flexibility, and ability to work well under pressure to meet deadlines
- Proficiency in Photoshop, Illustrator, and inDesign
- Understanding of marketing and communications tools and platforms (social media, websites, etc.)
- Openness to learning and growing within the internship experience
- Must possess a High School Diploma or an equivalent.

**ESSENTIAL FUNCTIONS:**

- Uphold the mission of National Safe Place Network (NSPN).
- Collaborate with staff and interns on new ideas, directions, and venues for marketing and communications.
- Assists with development of creative concepts and marketing strategies into print, online, and other marketing collateral for promoting the work of NSPN and its programs.
- Help create and manage social media editorial calendar.
- Develop content for promotional materials including direct mail pieces, print and electronic newsletters, website, social media, medial releases, and other materials as needed.
- Assist with copyediting for the various promotional materials defined above.
- Research relevant resources and identify potential cross link opportunities
- Current website updates and assists with new website creation
- Assists with eblasts
- Identify blog post topics, potential guest bloggers, and create blog post schedule
- Help create department surveys and summarize results.
- Assist with building stock photo library
- Help track monthly communications stats.
- Help research and create a media database/spreadsheet.
- Other duties as assigned

**ENVIRONMENT:**

- Louisville interns would report to the communications office at the national headquarters
- Non-Louisville interns would perform tasks remotely and report to meetings and discussions via Skype and phone



**BENEFITS:**

- Ability to build or strengthen/enhance design and/or written content portfolio
- Opportunities to establish employment reference from a nationally recognized organization
- Ability to work directly with marketing and communications team on current and future products and promotions to be distributed nationally
- Flexible scheduling
- Opportunities to work remotely
- Help meet an important community need

This position will require approximately 15-20 hours per week and will primarily take place Monday through Friday during normal business hours. Applications are accepted on a rolling basis and the position will be filled based on organizational need.

Interested applicants should send a cover letter and resume to [communications@nspnetwork.org](mailto:communications@nspnetwork.org).

