



Position Title: Marketing and Communications Intern

Reports to: Director of Marketing and Communications

Summary Description: Hill Learning Center seeks a dynamic, self-starter to assist in marketing and communications efforts. This internship is an excellent opportunity to experience various aspects of marketing while working for a well-known nonprofit organization. The Marketing and Communications Intern collaborates with the Director of Marketing and Communications to build awareness of Hill's programs and services. The ideal candidate will be flexible and willing to assist in a variety of marketing and communications tasks to support promoting the entire organization.

Primary responsibilities include:

- a) Assist in updating Hill's social media presence, including scheduling Facebook updates.
- b) Assist in planning and building email communications.
- c) Assist in the design of flyers, graphics, and other marketing materials.
- d) Assist in photography/video production, editing and distribution.
- e) Update Hill Learning Center's website when needed.
- f) Produce approximately two blog posts per month.
- g) Participate in meetings with other departments as needed to deepen Hill knowledge.

Required mindsets and abilities include:

- a) Commitment to understanding and being supportive of Hill's overall mission and organization.
- b) Self-motivated, detail-oriented with strong written, verbal & organizational skills.
- c) Strong collaborator with effective listening and relationship-building skills.
- d) Ability to actively seek out and propose creative new ways to engage the target market.
- e) Be able to write in a succinct yet friendly, conversational voice without compromising proper grammar and spelling.

Preferred skills include:

- a) Experience with video, video editing, digital photography, and how to use a DSLR camera.
- b) A working knowledge of the Adobe Creative Suite, especially Photoshop and Illustrator.
- c) Experience with social media or building an online community for an organization.

Additional Information:

Position must be available for some in-person office hours during the week, though time spent on social media and writing is flexible. Ideal candidate is an undergraduate in public relations, marketing, communications. Ideal candidates will be creative, possess a professional work ethic and be enthusiastic to gain new knowledge. This is intended to describe the general nature and level of work, and this is not an exhaustive list of all responsibilities, duties, and skills required.