



**Intern Name:** \_\_\_\_\_

**Position Title:** Marketing and Development Intern

**Reports to:** Development Coordinator and Executive Director

**FLSA Status:** Non-Exempt

## **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

Assist the FS Marketing and Development Team with:

1. *Fund and Donor Development* tasks to include but not limited to: identifying potential local and national sponsors/donors/ funders, overall strategic planning for fundraising efforts, Develop questionnaires/evaluations/outreach for donor stewardship and engagement
2. *Community Engagement* tasks to include but not limited to: connecting with churches, professional groups and social groups to enhance awareness of Fresh Start and promote increased engagement, assist with volunteer projects within the shelter as needed, Utilize word-of-mouth and social media marketing techniques to increase awareness • Provide support and ideas to social media efforts, Develop questionnaires and evaluations
3. *Marketing and Outreach* tasks to include but not limited to: social media and email, publicity and press releases, newsletters and other mailings, maintaining the website, marketing and public awareness efforts.
4. *Event Planning* tasks to include but not limited to: assisting with small one time events and annual Fresh Start events such as Project Funway.
5. *AV* tasks to include but not limited to: photograph, video and edit all necessary content, obtain appropriate releases, aggregate and/or create article and video content
6. *Data Management* tasks to include but not limited to: assist with maintaining donor database, maintaining proper and detailed documentation and files regarding tasks assigned.
7. Be a positive and professional representative of Fresh Start in the community.
8. Maintain residents' confidentiality.
9. Work with the Program Coordinator regarding statistics and data for grant applications/proposals and marketing items
10. Other duties as assigned.

## **SECONDARY DUTIES AND RESPONSIBILITIES**

1. Assist and support with office and clerical tasks as needed (including but not limited to: telephones, copies, accepting donations).
2. Model positive and productive internal and external professional interactions.
3. Maintain a confidential, safe, and secure house environment.



## EDUCATION AND EXPERIENCE

1. Bachelor's Degree program (or higher) in related field.
2. People skills and positive community outreach skills
3. Familiar with all MS Office applications (Word, Excel, Outlook, etc.) and social media applications
4. Exceptional organizational skills
5. Demonstrated ability to work with people from a variety of socio-economic and ethnic backgrounds
6. Ability to work within the Fresh Start mission: *Fresh Start is a transitional shelter that empowers homeless women to change their lives by recognizing and utilizing their strengths to overcome barriers to self-sufficiency.*

Please note: This job description is subject to review and revision. Any revisions will be discussed with the employee but may not be optional.

I confirm that I have read and understand this job description and agree to the duties and stipulations indicated.

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Intern Signature

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Date