

C H A R L E S T O N H O P E

I n s p i r i n g H o p e t o t h e N e x t G e n e r a t i o n

**Intern Job Description: Marketing and Communications Intern**

Charleston Hope is a non-profit organization dedicated to providing basic necessities, academic support, and community connections and opportunities to low-resourced Title 1 elementary schools. We are based out of Mitchell Elementary in downtown, Charleston and work to ensure every student in our partnered schools have the support they need to be successful in life and academics by the time they enter middle school.

**Position: Marketing and Communications Intern**

Description: Charleston Hope seeks an innovative, self-starter to assist marketing and communications efforts. This internship is an excellent opportunity to experience various aspects of marketing while working for a well-known community based nonprofit organization.

Responsibilities:

* Update and maintain Charleston Hope’s social media presence, including scheduling Facebook updates
* Assist in planning, writing and managing monthly eNewsletter
* Draft, distribute and pitch news releases, media alerts and other stories
* Assist in designing flyers, graphics, e-vites and other marketing material for major events hosted by Charleston Hope
* Update the Charleston Hope website when needed
* Organize and attend monthly marketing committee meeting including preparing agenda and taking minutes
* Reach out to the community organizations, general public and donors with the message about Charleston Hope’s mission and impact

Qualifications:

* + Firm grasp of available tools and platforms in the social media space
  + Previous internship or related experience in marketing or communications is a plus
  + Must be computer literate (working knowledge of Word, PowerPoint, Excel). Proficiency in Adobe InDesign and Photoshop highly desired. Knowledge of HTML and graphic design a plus
  + An effective communicator, both written and oral
  + Ability to communicate in a professional manner with press and community contacts
  + Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
  + Enthusiasm for the mission of Charleston Hope and the families we serve

**Start Date:** Position open until filled, requires 3 – 6 month commitment.  
**Hours:** 8 – 12 hours/week, preferably twice a week in the office. Up to 4 hours can be completed at home. **Compensation:** This is an Unpaid/Volunteer internship  
**To Apply:** Please a send a resume to emilyhoisington@charlestonhope.com

Charleston Hope is a Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability or any other characteristic protected by law.