



Intern Job Description: Marketing and Communications Intern

The Early Learning Neighborhood Collaborative (ELNC) is a non-profit organization that is vested in changing the current reality of vulnerable children by implementing an intentional Early Childhood Education service system aimed at providing, expanding and sustaining the capacity of high-quality early care and education programs in targeted neighborhoods of Grand Rapids.

Job Title: Marketing and Communications Intern

Job Description: ELNC is looking for a versatile individual to use their communication and marketing knowledge to assist the organization in the development and implementation of its marketing, and communication initiatives. This internship is an excellent opportunity to experience various aspects of marketing while working for a well-known community based nonprofit organization. This position reports to the Communications Manager.

Responsibilities:

- Update and maintain ELNC's social media presence by scheduling Facebook, LinkedIn, Twitter and Instagram updates
- Assist in planning, writing and managing monthly eNewsletter
- Organize and attend monthly communication and marketing committee meeting including preparing agenda and taking minutes
- Collaborating with staff on new ideas, directions, and venues for marketing and communications

- Assist with administrative duties including processing, filing, mailings and other administration functions
- Brainstorm fun and creative ideas to engage stakeholders
- Assist with event planning and special projects

Qualifications:

- Firm grasp of available tools and platforms in the social media space
- Completed or working toward a college degree, preferably in a related field (e.g., English, Marketing/Communications, or Public Relations)
- Previous internship or related experience in marketing or communications is a plus
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel, etc.). Proficiency in Adobe InDesign and Photoshop highly desired.
- Ability to communicate in a professional manner with team and community contacts
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Enthusiasm for the mission of ELNC and the families we serve

Start Date: Position open until filled, requires 3 – 6 months commitment.

Hours: 10 – 15 hours/week, preferably thrice a week in the office (Negotiable).

Compensation: This is a non-paid internship

To Apply: Please send a cover letter and a resume to hr@elncgr.org