

Marketing Intern

The Volunteer Center Serving San Francisco and San Mateo Counties seeks a part-time intern (5-10 hrs/week) to assist with marketing The Volunteer Center and its initiatives.

The intern will gain experience in event, viral and print marketing; volunteer recruitment and management; newsletter writing, and will work with a wide group of corporate and nonprofit agencies. If you are motivated to make an impact, and have an interest in the nonprofit community, this great opportunity will allow you to make important connections in the Bay Area nonprofit sector and provide you with valuable knowledge and networking opportunities. If this sounds like an opportunity you'd be interested in, then we want to talk to you!

This is a part-time, unpaid, ongoing internship. We are willing to work with students to apply for college credits.

The Marketing Intern will:

- Update and manage The Volunteer Center's Facebook and Twitter accounts according to a regular weekly schedule
- Write and distribute copy for PSAs, press releases and newsletter articles
- Research youth friendly volunteer opportunities for monthly "Youth Pulse" newsletter
- Interview one nonprofit volunteer manager and write a short article to be featured in "Youth Pulse"
- Update the list of e-newsletter subscribers weekly
- Research new trends in volunteerism
- Assist with database, fileserver and web maintenance and various other projects as needed
- Attend outreach events as necessary

Qualifying Factors:

- Interest in nonprofit work
- Collaborative working style
- Strong computer skills, including comfort with Apple OSX, Microsoft Office and Internet research
- High level of organizational and communication skills
- Ability to complete projects in a timely manner
- Marketing and event experience helpful

- Knowledge of EmailNow and/or e-newsletter production a plus

Work Schedule:

- Between 5-10 hours/week, 2-3 days/week (Flexible with your schedule)
- Position works out of The Volunteer Center office in Lower Nob Hill

Supervised by:

Volunteer Services Manager

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to walk. The employee is occasionally required to stand; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

To apply for this position:

Please submit your resume and cover letter via email *only* to dchacona@thevolunteercenter.net with the subject line "Marketing Intern". Please do not call The Volunteer Center.

The Volunteer Center is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, ethnic background, religion, gender, sexual orientation, age, national origin or disabilities.