

**Marketing Intern
Summer Internship in Menlo Park
LifeMoves**

Position Title: Marketing Intern

Main office location: LifeMoves Administrative Office, 181 Constitution Drive, Menlo Park, CA 94025

Time Commitment:

- **10 weeks: June 10 – August 16, 2019**
 - Full time (40 hours/week)

Position Details:

LifeMoves provides interim housing and supportive services for homeless families and individuals to rapidly return to stable housing and achieve long-term self-sufficiency.

The LifeMoves summer marketing intern will be deeply involved in the inner-workings of the agency's Marketing Department. He/she will assist with a broad range of marketing activities, communications, social media, digital/online marketing, branding and collateral. The Marketing Intern will be responsible for supporting consistent branding and messaging, and spreading awareness of the LifeMoves mission to current and potential donors, volunteers, and community partners.

Responsibilities:

- Write, create and manage blog content and design for our Summer Adventure Camp
- Draft posts and monitor activity on Facebook, Twitter, and LinkedIn
- Research best practices for donor and community engagement on social media
- Assist with content development for print and on-line marketing
- Support the planning and marketing for agency events including the Ride to End Homelessness and Annual Benefit Breakfast
- Complete special projects and provide organizational support as assigned

Position Requirements/Preferred Skills:

- Valid Driver License and access to a personal vehicle required
- HS Diploma and current college student interested in marketing and communications
- Very strong writing and proofreading skills
- Very strong attention to detail
- Proficiency in MS Office Suite, particularly Outlook, Word, Excel, and PowerPoint
- (Preferred) Experience with Adobe Creative Suite: Illustrator, InDesign, Photoshop, Facebook Page Manager, and Twitter account management
- Diligent work ethic, positive attitude, and desire to learn about LifeMoves marketing strategies and business management techniques

Learning Outcomes:

- Hands-on engagement in marketing/communications for one of the largest non-profit agencies serving homeless populations in the SF Bay Area
- Insight into strategic decisions affecting the agency's short and long-term growth
- Networking opportunities for career development with LifeMoves staff, donors, volunteers, board members, and partner agencies

Compensation: Unpaid

Supervisor: Director of Marketing