



Now Hiring! Marketing and Fund Raising Intern

Description:

Project ECHO (Entrepreneurial Concepts Hands On), a small non-profit organization headquartered in Southern California, is currently looking to retain a marketing and fund raising intern. This individual will assist the Director of Development and Communications with the coordination and implementation of the agency's outreach efforts, including public relations, fund raising, grant research and development, publications, website, social media, and e-blast communications.

Duties and Responsibilities May Include:

Under the direction of the Development and Communications Manager, the Marketing and Communications Consultant may be involved with any of the following activities:

Marketing and Communications

- Prepare press releases.
- Create and post on social media, including videos
- Identify and develop client stories, testimonials, program updates and other newsworthy stories.
- Ability to shoot video, and edit and produce clips
- Assist in developing publications, including newsletters and annual report. Includes managing timelines, writing, research, collecting artwork and design.

Fund Raising

- Assist with foundation research
- Write initial letter of inquiries to foundations
- Participate in writing grants and grant reports
- Participate in fund raising activities, corporate event sponsorships.
- Assist as needed in other areas of fund raising
- Work at Echo events.
- Perform other related duties as requested.

Qualifications

- Enrolled in college, or recent college graduate, in a related major.
- Outstanding written, verbal and visual communication skills.
- Computer skills, including MS Office programs; desktop publishing and graphic layout skills utilizing Photoshop, Illustrator; and social media applications.
- Strong understanding of brand management, public relations and online communications.

Internship Snapshot

Employment Type: Part-time internship (10-12 hours per week)

Experience: Marketing and communications experience is preferred, as are excellent writing skills.

Work Environment: Project ECHO is a remote employer, and all individuals employed work from home/personal offices and have their own computer, internet access, telephone, etc. Project ECHO does not provide any technology needed to accomplish the work.

To Apply

Submit your resume with a cover letter detailing your interest in Project ECHO, this internship, and how it will help you achieve your professional goals.

Submit your information via email to Diane Quast, Executive Director at dquast@projectecho.org