SOCIAL MEDIA & MARKETING INTERNSHIP

Position Title: SOCIAL MEDIA & MARKETING INTERN

Primary Location: 533 Foundry Rd. Norristown, PA

Reports to: Assistant Director of Development and Marketing

Status: Part-time (20 hours max), Monday-Friday, with some evening and weekend opportunities

Position Summary:
As a marketing and social media intern, you will be learning how to create and track social media and marketing events from both a retail as well as a non-profit environment. You will learn the process of how we get an idea from conception to fruition and how to create marketing content that stands out within the guidelines of a $13 billion brand!

Responsibilities:
• Support Assistant Director with website (WordPress) maintenance and designing collateral for marketing campaigns.
• Help manage the Affiliate and ReStore social media accounts: Facebook, LinkedIn, Instagram, Twitter.
• Assist the Assistant Director with advertisement, shirt, merch, design, etc.
• Photograph build site updates and corporate volunteer groups
• Assist with public relations and media management
• Other duties as assigned

Qualifications:
• Positive attitude, with high energy level
• Excellent customer service and communication skills
• Familiarity with social media: Facebook, Instagram, Linkedin, Twitter is a plus
• Familiarity with WordPress, Adobe, Microsoft 360, Windows 10, and/or InDesign a plus
• Ability to work collaboratively as well as independently
• Ability to work with people from all backgrounds and with varying degrees of experience
• Creative problem-solving skills
• Interest in pursuing a career in marketing, digital arts, arts, business
• Willingness and ability to work in outdoor weather
• Must be able to bend, kneel, and stand for extended periods of time
• Valid driver license
• Must be at least 18 years old
• Must pass criminal background check and PA child abuse clearance

Please include a cover letter and an updated resume with your application. Please submit applications to development@habitatmontdelco.org with the position title as the subject. Habitat for Humanity of Montgomery and Delaware Counties is an Equal Opportunity Employer and we’re committed to diversity and equal opportunity in our recruitment and hiring. Qualified candidates of all backgrounds are welcome and encouraged to apply for this position.