



Communications & Marketing

Internship 2017

United Way of North Central Florida is currently searching for an intern to assist the Marketing & Communications Team. This intern will play a key support role in social media posting, writing press releases, event logistics and other important tasks. The ideal candidate will have a background in Public Relations, Advertising, Marketing, Journalism or another related field.

Requirements:

- 15-20 hours per week
 - Must provide own transportation (or use bus transportation)
 - Friendly and professional attitude
 - Able to solve problems in a fast-paced setting
 - Able to provide courteous advice and service to volunteers and site staff
 - Knowledge of and proficiency in social media sites and apps
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Responsibilities:

- Maintain a regular schedule for posting on social media sites such as: Facebook, Twitter, Instagram, LinkedIn and Pinterest
 - Assist the Marketing & Communications Team in creating original content for the quarterly newsletter
 - Assist the Marketing & Communications Team in creating original content for the electronic newsletter
 - Make minor edits to the United Way website
 - Be a brand ambassador for the United Way of North Central Florida brand
 - Play an important support role in the planning of and preparation for events
 - Be present at all events and play a leadership role in the day of logistics
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Upon completion of internship, we will provide you a referral letter and serve as a reference, if needed.

"I loved the Communications & Marketing internship at United Way because every day I came to work, I did something new. While there are steady tasks: social media, newsletters and updating the website, one day I may be helping plan an event and the next, I may be assisting another staff member on a variety of tasks. United Way is such an impactful organization and I felt that while my tasks may have appeared small, I was always helping someone, which was the most rewarding part of the internship."

-Former Communications & Marketing Intern

If you're interested in being a Communications & Marketing intern, please send your resume and cover letter to Angela Chan, Communications Specialist, at achan@unitedwayncfl.org.