

Marketing/ Communications Intern Job Description

- Assist in planning, writing, and managing donor e-blasts
- Draft, distribute, and pitch news releases, media alerts, and other stories
- Design flyers, graphics, e-vites, and other marketing material for major events hosted by CASA Kendall County
- Update CASA Kendall County website when needed and update Facebook page
- Reach out to community organizations, general public, and donors with the message about CASA Kendall County's mission and events.

Qualifications:

- Firm grasp of available tools and platforms in the social media space
- Completed or working toward a college degree, preferably in a related field (e.g. English, Marketing/Communications, or Public Relations)
- Ability to Communicate in a professional manner with press and community contracts
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task, and meet deadlines
- Enthusiasm for the mission of CASA Kendall County and the children we serve.