

Job Description / Announcement
Position: Marketing and Communications Intern

Responsible to: Development and Communications Associate

Location: Deer Park, Long Island (819 Grand Blvd, Deer Park, NY)/ Remote during COVID

ORGANIZATION: Girls Inc. of Long Island inspires all girls to be strong, smart, and bold through life-changing programs and experiences that help girls navigate gender, economic, and social barriers. Research-based curricula, delivered by trained, mentoring professionals in a positive all-girl environment equip girls to achieve academically; lead healthy and physically active lives; manage money; navigate media messages; and discover an interest in science, technology, engineering, and math. Learn more about our programs and advocacy at www.girlsincli.org.

Summary: The Marketing and Communications Intern will assist the Development and Communications Associate with a wide variety of media relations, web, email marketing, and design projects.

Responsibilities:

- Assist in maintaining and growing Girls Inc. of Long Island presence on social media outlets such as Facebook, Twitter, and YouTube
- Assist with writing and distribution of press, web, and email marketing materials
- Perform quality assurance on website
- Research traditional and online media contacts and visibility opportunities
- Support the development and implementation of different fundraising campaigns
- Develop a consistent layout for quarterly & volunteer newsletters and create content
- Assist in writing press releases for grants and other opportunities
- Support special events, and corporate partner requests as needed

Work Schedule:

- 10-15 hours per week for Fall and Spring; 15-20 hours per week for Summer, schedule to be set by supervisor
- Fall: September-December/ Spring: Jan-May/ Summer: May- August

Qualifications:

- Excellent organization, writing, and interpersonal skills
- Interest in traditional and social media and marketing, communications, and girls' issues

- Strong computer skills, particularly in Microsoft Office, and knowledge of Internet technology
- Open to all majors, with particular consideration to Marketing, Communications, and Business candidates
- Ability to work and excel creatively in a collaborative and fast-paced work environment
- Ability to work independently and with a team
- Good organization skills and strong attention to detail
- Able to work from home within the hours of 9 A.M. to 5 P.M. on Monday through Friday
- Ability to multi-task and manage multiple projects at one time
- Manage time effectively to efficiently meet timelines and budgets

Salary and Application Information:

- Unpaid, college credit only
- Please send cover letter and resume to Sarah Stoss, Development and Communications Associate at [sstoss@girlsinclongisland.org](mailto:ssstoss@girlsinclongisland.org)

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