

**Job Description / Announcement**  
**Position: Marketing and Communications Intern**

**Responsible to:** Development Manager

**Location:** Deer Park, Long Island (819 Grand Blvd, Deer Park, NY)

**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](http://www.girlsincli.org).

**Summary:** The Marketing and Communications Intern will assist the Development Manager 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:**

- 15-20 hours per week for Summer, schedule to be set by supervisor
- 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
- Familiar with WordPress

- 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
- 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 a brief statement of interest and resume to Monica Kim, Operations Manager, [mkim@girlsinlongisland.org](mailto:mkim@girlsinlongisland.org).

**AN EQUAL OPPORTUNITY EMPLOYER**