



St. Paul's Center, Inc.
Marketing & Fund Development Job Description

Job Title: Marketing & Fund Development Intern

Department: Administration

Reports To: Manager of Organizational Growth and Development

Summary

Work with the Manager of Organizational Growth and Development in developing, executing and monitoring, the agency's marketing/communication and development plans for the purpose of advancing the organization's mission and ensuring a fiscally healthy organization.

Essential Duties and Responsibilities include the following and other duties may be assigned.

1. Work with identified staff in reviewing, developing, and implementing the agency's marketing and communications plan.
2. Work with the Manager of Organizational Growth and Development to update and manage the constituent relationship management database and dashboard.
3. Assisting the Manager of Organizational Growth and Development in managing the agency's social media accounts.
4. Special events organization and planning including development/distribution of marketing and communications materials, organization of day-of activities, and committee work.
5. Creation and distribution of digital and print materials including newsletters, flyers, blog posts, press releases, and email marketing materials.

Requires

1. Software Skills: Microsoft Office and other tools to develop marketing collateral material
2. Knowledge and experiencing using social media platforms and WordPress
3. Clean New York State Driver's License