

JOB DESCRIPTION
VANDERBURGH COMMUNITY FOUNDATION

Position Title: Administration and Marketing Intern

Employment Classification: Internship – PAID – up to 20 hours per week

Major Function: Responsible for assisting with general administrative duties and developing marketing and media materials in conjunction with the mission and activities of the Vanderburgh Community Foundation (VCF).

Responsibilities

1. Write, design, and produce promotional materials, including newsletters and annual report to be printed or delivered online through the VCF's website.
2. Interview and photograph grantees and/or donors as assigned to develop articles for the newsletters and annual report.
3. Design and develop brochures to promote the services of the VCF to professional advisors and prospective donors.
4. Create and design posters to be used in local high schools that inform students about available scholarships within the VCF.
5. Fall term only: Develop materials for the Women's Fund annual meeting including the invitation and program, and assist with the development of a video to be used at the event.
6. Spring term only: Create the branding for the Spirit of Giving event and design invitations, program, and other material related to the event.
7. Participate in all phases of marketing and communication activities of the VCF, including press releases, press conferences, and other activities that may develop.
8. Perform other duties as assigned.

Relationships: Report to the Director of the Vanderburgh Community Foundation.

Desired Qualifications

- Currently in pursuit of bachelor's or advanced degree in marketing, communications, public relations, or related field.
- Proficient in using latest versions of Adobe InDesign and Photoshop, plus Microsoft PowerPoint, Word, and Excel.
- Knowledge of Adobe Flash, Adobe Illustrator, Windows Movie Maker, graphic design, or corporate use of social media not required, but will be considered a plus.
- Excellent written and oral communication skills.
- Ability to effectively interact and communicate with others in a professional manner.
- Ability to use basic office machinery such as telephones, copiers, fax machines.
- Desire to serve in a nonprofit working environment.

To Apply

For full information and the online application form, please visit www.vcfoundation.org.