



## Marketing Internship

Victory Garden Initiative is a nonprofit that builds communities who grow their own food, creating an ecologically sustainable, socially just and nutritious food system.

**Job Title:** Marketing Intern

**Description:** The Marketing Intern supports the work of the Mission Advancement Coordinator, but creating marketing materials, enhancing the website, and implementing various aspects of the marketing plan through several social media outlets.

**Reports To:** Executive Director and Mission Advancement Coordinator

**Essential Duties and Learning opportunities:**

- Create and develops marketing materials
- Supports the implementation of the Annual Giving Campaign
- Supports the coordination of VGI fundraising events
- Inspires participation in VGI's mission to the general public, through compelling marketing messaging.
- Supports program enrollment by creating appealing marketing brochures, posters, and other materials.
- Learns about effective messaging, and translating of mission and organizational culture, into action.
- Support website and newsletter management
- Supports all communications, as described in VGI's marketing plan (under development), including, but not limited to our website, newsletter, twitter, facebook, instagram and other

**Requirements:**

- Associate degree or higher
- Excellent communication skills
- Ability to use google products, word documents, excel, and other technology proficient
- Attention to detail
- Basic graphic design skills and familiarity with graphic design softwares
- Knowledge of fundraising, and donor development a plus
- Drivers license or ability to travel to and from work
- Lift 30 pounds
- Keen sense of style, marketing, and public relationship helpful

**Intern Schedule Options:** We typically have three scheduling options, Spring semester, Fall semester and Summer. We request 15-20 Hours per week, in order to get maximum educational value, and productivity. If your scheduling needs vary from this, please speak to your manager.

For an interview, contact [gretchen.mead@victorygardeninitiative.org](mailto:gretchen.mead@victorygardeninitiative.org)